

JUDICIAL INFORMATION SYSTEMS



Probate Court System Spring Release 2005

April 1 & 22, 2005 • Gaylord
May 19, 2005 • Lansing
May 24, 2005 • Iron Mountain

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Technical Service Representative

Judicial Information Systems Spring 2005 Release Training Probate Court System

| | |
|-------------------|-----|
| AFP Forms..... | 1.1 |
| History File..... | 1.5 |
| Case Jurist..... | 1.6 |
| PCS Website | 1.7 |

Probate Court

| | |
|--|-----|
| Contested Matters/Objections | 2.1 |
| Assisted Outpatient Treatment..... | 2.3 |
| Disposition Status Report..... | 2.4 |
| Caseload Report..... | 3.1 |
| Delinquent Fiduciary Report & Associated Codes | 4.1 |

Juvenile Court/Family Division

| | |
|---|----------|
| Criminal History Reporting | 5.2 |
| PJ Petition Screen | 5.3 |
| Report Selection Screen Help Text..... | 5.4 |
| Caseload Report..... | 6.1 |
| Data Entry Screens | 7.1 |
| Mandatory Data Entry for Meaningful Events..... | Appendix |

JIS PROBATE FORMS AVAILABLE

| AFP Version Available | Form Number | Form Name |
|--------------------------------------|------------------------|---|
| Yes | 562 | Notice of Hearing |
| Yes | 564 | Proof of Service |
| No | 572 | Letters of Authority for Personal Representative |
| Yes | 589 | Notice of Intent to Close Estate Administration and Terminate Personal Representative's Authority |
| Yes | 599 | Memorandum of Administrative Closing |
| No | 628 | Order Appointing Attorney |
| Yes | 631 | Order Appointing Guardian of Incapacitated Individual |
| Yes | 632 | Order Appointing Temporary |
| Yes | 633 | Letters of Guardianship |
| Yes | 640 | Order Appointing Conservator |
| Yes | 645 | Letters of Conservatorship |
| Yes | 660 | Order Appointing Guardian of Individual with a Developmental Disability |
| Yes | 662 | Letters of Guardianship of Individual with Developmental Disability |
| No | 999 | Will for Safekeeping Receipt |

MENTALLY ILL FORMS AVAILABLE

| AFP Version Available | Form Number | Form Name |
|--------------------------------------|------------------------|---|
| Yes | 212 | Notice of Hearing on Petition for Hospitalization |
| Yes | 214 | Initial Order Following Hearing on Petition for Hospitalization |

MISCELLANEOUS FORMS AVAILABLE

| AFP Version Available | Form Number | Form Name |
|--------------------------------------|------------------------|--|
| Yes | 28 | Notice to Prior Court of Proceedings Affecting Minor |
| No | 230 | Motion & Order to Show Cause |
| Yes | 233 | Order for Fingerprints |
| No | 239 | Removal from Lein |
| Yes | 258 | Report of Nonpayment of Restitution |
| Yes | 309 | Order for Adjournment |

ADOPTION FORMS AVAILABLE

| AFP Version Available | Form Number | Form Name |
|--------------------------------------|------------------------|--|
| Yes | 303 | Notice of Hearing Termination of Parental Rights |
| Yes | 304 | Order Terminating Rights of Non-Custodial Parent |
| Yes | 311 | Notice of Hearing to Identify Father and Determine |
| No | 312 | Order Terminating Rights of Father w/o Release/Consent |
| No | 314 | Notice of Intent to Release or Consent |
| Yes | 318 | Order Terminating Parental Rights After Release/Consent |
| Yes | 319 | Order Placing Child (Step Parent Adoption) |
| No | 320 | Order Placing Child After Consent |
| Yes | 321 | Order of Adoption |
| Yes | 322 | Order Committing to Agency/FIA |
| Yes | 323 | Advice of Rights After Order Terminating Parental Rights |
| No | 325 | Notice to Adoptive Parents on Pending Appeals/Rehearings |
| No | 326 | Order Authorizing Foster Care Funding |
| No | 328 | Certificate of Adoptive Information |
| No | 334 | Clerk's Report to Prosecuting Attorney |
| No | 336 | Order to Determine Custody of Child Temporarily Placed |
| No | 341 | Final Order Allowing Fees and Costs |

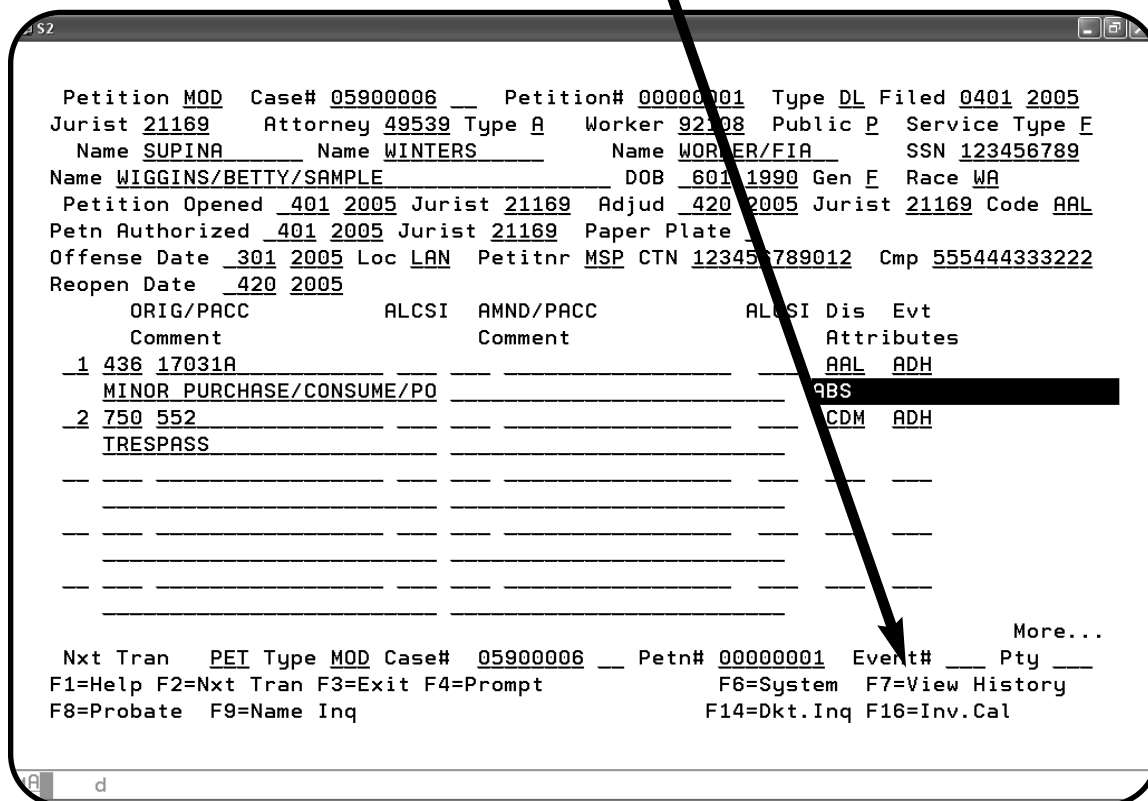
JIS JUVENILE FORMS AVAILABLE

| AFP Version Available | Form Number | Form Name |
|--------------------------------------|------------------------|--|
| Yes | 03 | Order Appointing Attorney/Guardian Ad Litem/Lawyer-Guardian Ad Litem |
| Yes | 05 | Order to Apprehend/Detain or to Place Into Protective Custody (two-part form) |
| Yes | 06 | Waiver or Request for Appointment of Attorney |
| Yes | 09 | Record of Preliminary Hearing (Delinquency Proceedings) |
| Yes | 10 | Order After Preliminary Hearing/Inquiry (Delinquency Proceedings)/(Personal Protection Proceedings) - JC10 |
| Yes | 11 | Order After Preliminary Hearing/Inquiry, Child Not Removed (Child Protective Proceedings) - JC11 |
| Yes | 11a | Order After Preliminary Hearing/Inquiry, Child Removed From Home (Child Protective Proceedings) - JC11a |
| Yes | 12 | Proof of Service/Non Service |
| Yes | 13 | Record of Trial/Plea |
| Yes | 14 | Order of Disposition (Delinquency Proceedings) - JC14 |
| Yes | 15 | Motion and Authorization/Denial |
| Yes | 17 | Order of Disposition, Child in Home (Child Protective Proceedings) - JC17 |
| Yes | 19 | Supplemental Order of Disposition Following Review Hearing (Child Protective Proceedings) - JC19 |
| Yes | 20 | Summons: Order to Appear (Delinquency Proceeding)/(Personal Protection Proceeding) |
| Yes | 21 | Summons: Order to Appear (Child Protective Proceeding) |
| Yes | 22 | Blank (does not contain SCAO approval) |
| Yes | 23 | Waiver of Notice of Summons/Hearing |
| Yes | 25 | Order of Disposition, Commitment or Referral to Family Independence Agency (Delinquency Proceedings) |
| Yes | 26 | Order of Disposition, Child Removed from Home (Child Protective Proceedings) - JC26 |
| Yes | 36 | Request and Order Terminating Court Jurisdiction |
| Yes | 38 | Order for Reimbursement |
| Yes | 39 | Order for Assignment of Wages |
| Yes | 45 | Notice of Hearing |
| Yes | 57 | Supplemental Order of Disposition Following Review Hearing (Delinquency Proceedings) - JC57 |
| Yes | 58 | Order Cancelling Wage Assignment |
| Yes | 59 | Order of Adjudication (Delinquency Proceedings) - JC59 |

| | | |
|-----|----|---|
| Yes | 60 | Notice of Intent to Intercept State Income Tax |
| Yes | 61 | Order to Intercept State Income Tax |
| Yes | 62 | Order to Cancel State Income Tax Intercept |
| Yes | 63 | Order Terminating Parental Rights, Commitment to Family Independence Agency (Child Protective Proceedings) - JC63 |
| Yes | 64 | Order Following Permanency Planning Hearing (Child Protective Proceedings) - JC64 |
| Yes | 65 | Order Removing Alleged Abuser from Child's Home (Child Protective Proceedings) |
| Yes | 74 | Order of Probation (Designated Case) |
| Yes | 75 | Order Removing Child After Emergency Removal Hearing (Child Protective Proceedings) - JC75 |
| Yes | 76 | Order of Disposition Following Post-Termination Review Hearing (Child Protective Proceedings) - JC76 |

History File

The History File will record Disposition/Adjudication Codes and Dates, and Reopen Dates. The ability to view the history file is controlled by the security file. Users who have administrative security authority automatically have authority to the history file. If you have authority to view the History File, you will see F7=View History at the bottom of the screen.



Petition MOD Case# 05900006 __ Petition# 00000001 Type DL Filed 0401 2005
Jurist 21169 Attorney 49539 Type A Worker 9208 Public P Service Type E
Name SUPINA Name WINTERS Name WORKER/FIA SSN 123456789
Name WIGGINS/BETTY/SAMPLE DOB 601 1990 Gen F Race WA
Petition Opened 401 2005 Jurist 21169 Adjud 420 2005 Jurist 21169 Code AAL
Petrn Authorized 401 2005 Jurist 21169 Paper Plate
Offense Date 301 2005 Loc LAN Petitrn MSP CTN 123456789012 Cmp 555444333222
Reopen Date 420 2005

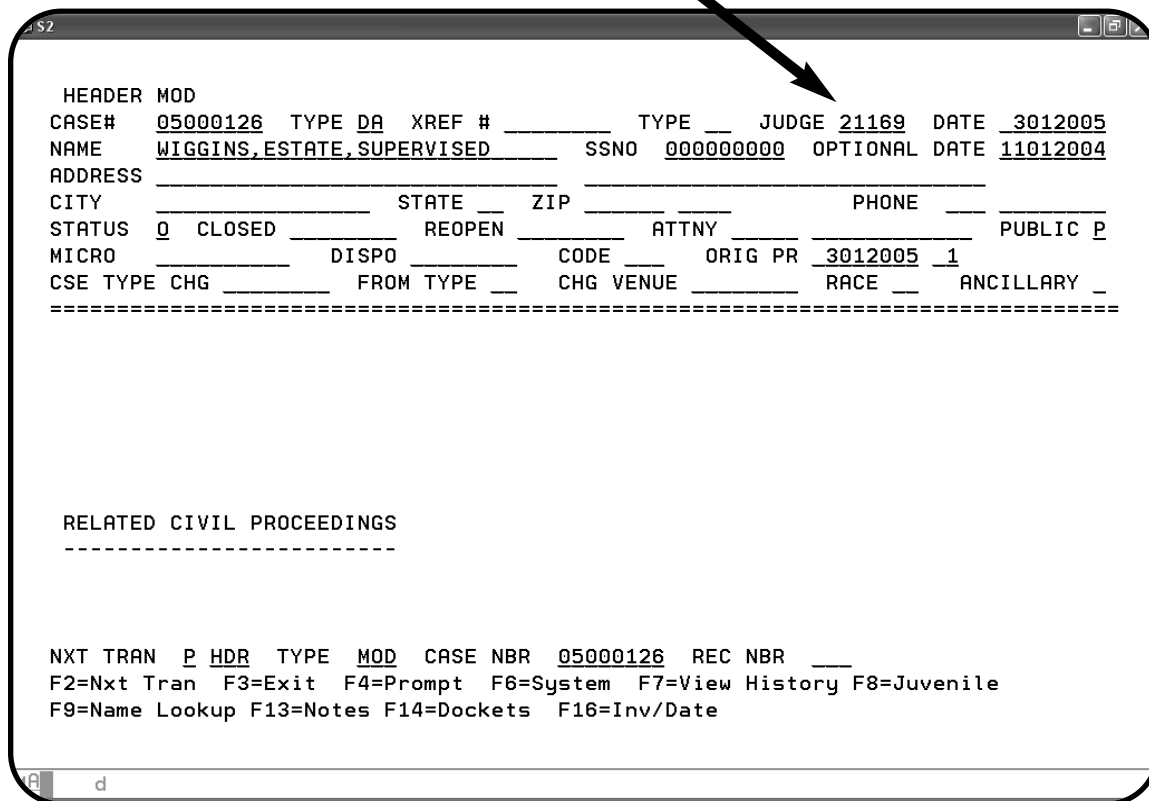
| | ORIG/PACC | ALCSI | AMND/PACC | ALCSI Dis | Evt |
|-----|---------------------------|-------|-----------|-----------|------------|
| | Comment | | Comment | | Attributes |
| 1 | 436 17031A | | | AAL | ADH |
| | MINOR PURCHASE/CONSUME/PO | | | ABS | |
| 2 | 750 552 | | | CDM | ADH |
| | TRESPASS | | | | |
| --- | --- | --- | --- | --- | --- |
| --- | --- | --- | --- | --- | --- |
| --- | --- | --- | --- | --- | --- |
| --- | --- | --- | --- | --- | --- |

More...

Nxt Tran PET Type MOD Case# 05900006 __ Petn# 00000001 Event# __ Pty __
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=View History
F8=Probate F9=Name Inq F14=Dkt.Inq F16=Inv.Cal

Case Jurist

The Jurist field on the Probate Header (HDR), Juvenile Case (CSE), Traffic (TRF), and Adoption Case (ADC), screens have been restricted to allow bar numbers of Judges, only. This was necessitated by the reporting requirements of Part 4 of the Caseload Report.



S2

HEADER MOD

CASE# 05000126 TYPE DA XREF # _____ TYPE _____ JUDGE 21169 DATE 3012005

NAME WIGGINS, ESTATE, SUPERVISED SSNO 000000000 OPTIONAL DATE 11012004

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

STATUS 0 CLOSED _____ REOPEN _____ ATTN _____ PUBLIC P

MICRO _____ DISPO _____ CODE _____ ORIG PR 3012005 1

CSE TYPE CHG _____ FROM TYPE _____ CHG VENUE _____ RACE _____ ANCILLARY _____

=====

RELATED CIVIL PROCEEDINGS

NXT TRAN P HDR TYPE MOD CASE NBR 05000126 REC NBR _____

F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=View History F8=Juvenile

F9=Name Lookup F13=Notes F14=Dockets F16=Inv/Date

MA d

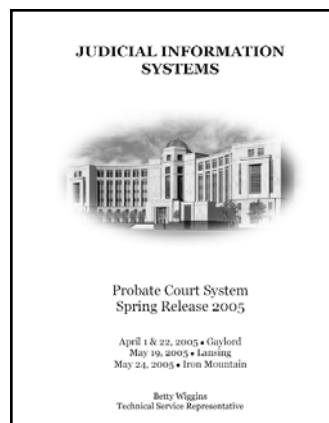
You may continue to enter Referee bar numbers in all other Jurist fields on the system.

[illegible]

Programming Announcements:
 Spring 2005
 Fall 2004
 Spring 2004
 Fall 2003
 Fall 2002

| | | | |
|--|---|--|---|
| <h1 style="margin: 0;">Programming Announcement</h1> | <h2 style="margin: 0;">STATE COLLEGE OF JUDICIAL INFORMATION SYSTEMS</h2> | | |
| <p>1177 Peachtree Dr. Apt. 202 Atlanta, GA 30309 (404) 525-1177</p> | <p>1177 Peachtree Dr. Apt. 202 Atlanta, GA 30309 (404) 525-1177</p> | | |
| <h1 style="margin: 0;">1-888-339-1547 then option 2</h1> | | | |
| <p>Contact Person: <u>Glenn Wright</u></p> | | | |
| <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> Assessment Code: 000000 </td> <td style="padding: 5px;"> Assessment Title: Business P </td> </tr> </table> | | Assessment Code: 000000 | Assessment Title: Business P |
| Assessment Code: 000000 | Assessment Title: Business P | | |
| <p>Prerequisite:</p> <p>No Previous Lessons - Language now added to the letters stating: "If you have already (did the requested documents, please disregard this section."</p> <p>Cashless - 100% has been added as a valid event from coming from any type</p> <p>Forms - The following forms have been made available through the ATP process</p> <p>FORMS - Notice of Refusal to Answer PC072 - Letters of Authority for Personal Representative</p> <p>Notice - <i>The due date will be printed if any event, the qualification date will be used if there is no date.</i></p> <p>Notice of Refusal to Answer - Help has been added to the request education section.</p> <p>PET/ET - Inactive petition prior to payment is now available in ATP.</p> <p>Notice Last Report - Added an "Other" column to court case types that are not CL or NA to the create and the end of the report to make the last column correct.</p> <p>ET Feedback - There is a new field on the petition screen for ET cases. The ET Page field must be entered when adding a ET case.</p> | | | |

Page 1



Page 1.7

Initial Caseload Data Transfer

Judicial Information Systems

Caseload Upload/ Data Transfer Training

Manuals: Probate Juvenile Adoption Financial

| Judicial Information Systems Probate Manual Table of Contents | |
|---|----|
| Chapter 1 - General Information | 1 |
| How to Use This | 1 |
| Accessing the Probate System | 2 |
| Sign on/Password | 2 |
| Standard Function Keys | 3 |
| Name Entry Rules | 4 |
| F1 - Help | 5 |
| F2 - Add Parties | 6 |
| Termination Request Screen | 7 |
| JD Probate Case System Setup | 10 |
| Delinquency Entry | 12 |
| Automatic Generation of Case Numbers | 13 |
| Entering a Case Using Automatic Case Numbering | 14 |
| F10 - Summary | 15 |
| Emergency Child Calculator | 18 |
| Index | 22 |
| Chapter 2 - Probate Transfer Screen | 23 |
| Accessing the Transfer Screen | 23 |
| Adding or Modifying a Case | 26 |
| Importing an Case | 27 |
| Deleting a Case | 28 |
| Re-Opening a Case | 29 |
| Changing the Case Type | 30 |
| Deleting a Case | 31 |
| Original Personal Representative and Party Number | 32 |
| Chapter 3 - Probate Party Screen | 33 |
| Accessing the Party Screen | 33 |
| Adding or Modifying a Party | 36 |
| Importing an Party | 37 |
| Deleting a Party | 38 |
| Adding a Party | 39 |
| Emergency Fee Calculation | 40 |
| Emergency Fee Paid | 41 |
| Chapter 4 - Schedule Screen | 42 |
| Accessing the Schedule Screen | 42 |
| Adding or Modifying a Schedule | 44 |
| Importing an Schedule | 45 |
| Deleting a Schedule | 46 |
| Adding a Schedule | 47 |

| STATE COURT ADMINISTRATIVE OFFICE JUDICIAL INFORMATION SYSTEMS PROBATE COURT SYSTEM | |
|---|--|
| The Judicial Information Systems Probate Court System is a pre-compiled and ready-to-use Probate and Family Court of Michigan in court training, user, the assignment, and administration to reporting. The system was designed to provide court administration, case, and case processing, reporting, and other services to the user. Users with proper security are allowed to access different parts of the system, thus allowing them to access between the Judicial System, Juvenile Financial System, Adoption System, Probate Financial System or Probate System or any combination. | |
| Interactive System Features | <ul style="list-style-type: none">The system provides through this segment the ability to retrieve information automatically from the database by the use of a display terminal. All case data is entered through the system with the use of online screens. All of these screens have call screens associated with them. The system provides the user with the ability to retrieve information through the system. To assist in data entry, on-line HELP and PROTECT are available. Once entered, the information can be changed through display device physically located elsewhere in the court, and can be printed again in the following various screens. |
| Name Look-up | <ul style="list-style-type: none">Given a name, the system searches the index for all cases associated with a name and displays the information on a screen. The search can be found through programs or manual file name look-up. Names are entered in the name through name, position and position in a separate name indexing system for cases not existing on the system. |
| Courtroom Docket & Courtroom Journal | <ul style="list-style-type: none">The system provides a summary of the case in chronological sequence, which includes documents filed as well as associated activity from the courtroom with the ability to page forward and backward. The user can obtain the same displayed information in printed form. |
| Courtroom Calendar | <ul style="list-style-type: none">This feature can be displayed or printed and provides a list of activities scheduled in the courtroom determined by judge, date, and time. |
| Attorney Name Look-up | <ul style="list-style-type: none">Given an attorney name, the system will provide the associated P number, address, and telephone number. |
| Adverse Reporting | <ul style="list-style-type: none">The user has the ability to create their own reports based on their own selection criteria. |

System Overview

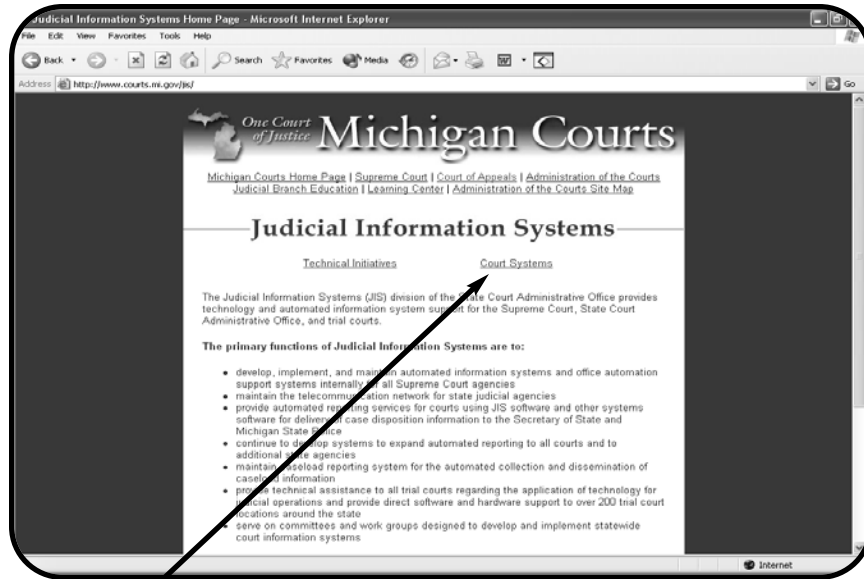
Implementation Map

Contact Information

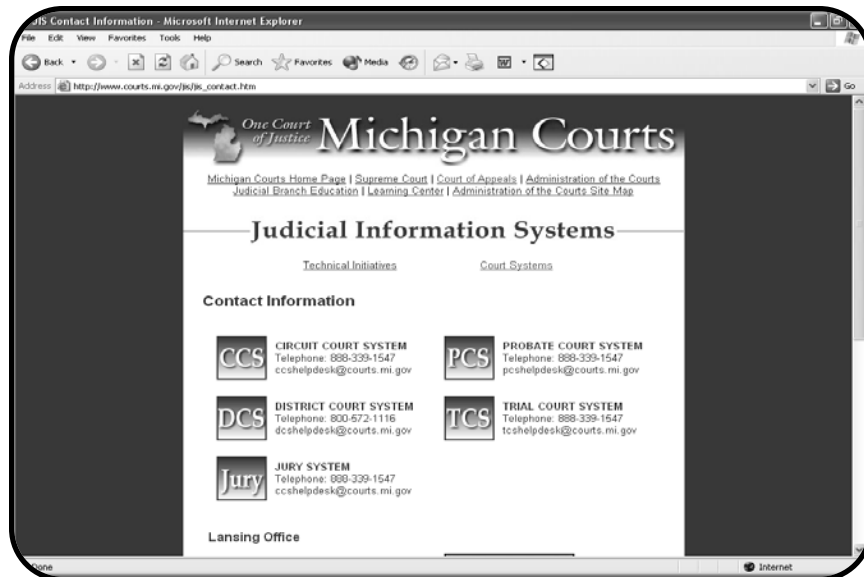
and much more...

Getting to the PCS Website

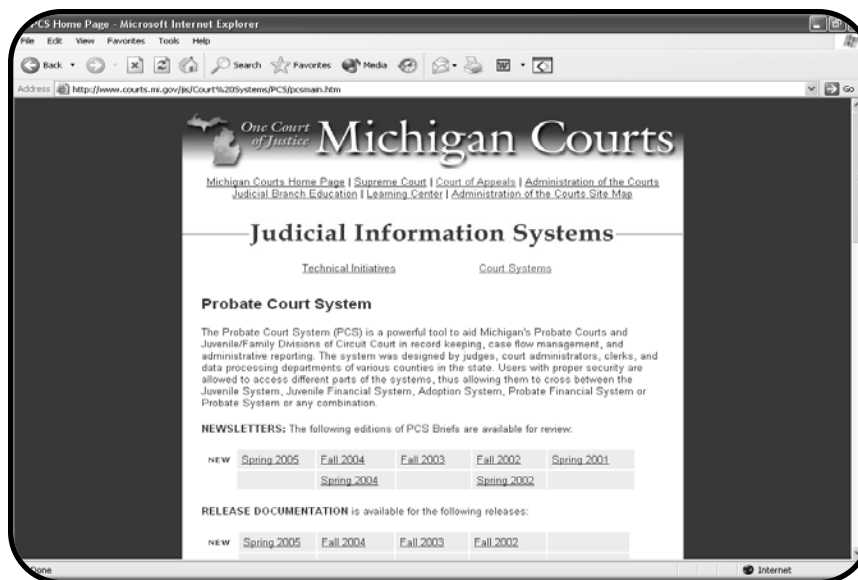
At your browser's address line type: www.courts.mi.gov/jis and you will be taken to:



Click on the [Court Systems](#) link and you will be taken to this screen:



Choose the PCS Graphic to be taken to the Probate Court System page:



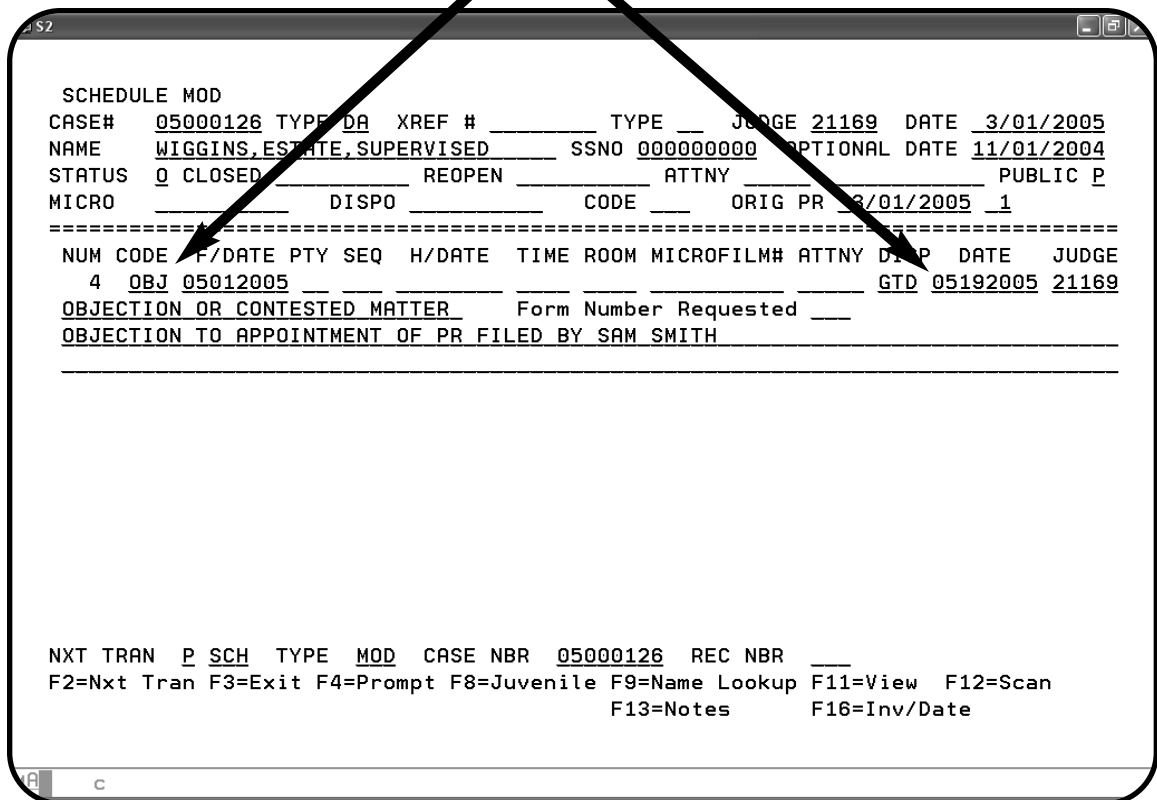
Probate

Contested Matters/Objections

Per Caseload instructions, a contested matter is any matter within a case where the following applies:

1. a competing petition has been filed;
2. any written responsive pleading requesting relief, no matter how titled, has been filed (this includes written objections under MCR 5.119); and
3. any other situation where the court deems the matter to be contested.

For the system to be able to recognize any of the above filings as objections you must enter the event of **OBJ** on the schedule screen. Once the objection/contested matter is resolved, enter the disposition code and disposition date on the OBJ schedule. Valid disposition codes include **GTD** (granted), **DEN** (denied), **RES** (resolved), **DIS** (dismissed), and **WDN** (withdrawn).



SCHEDULE MOD

CASE# 05000126 TYPE DA XREF # _____ TYPE _____ JUDGE 21169 DATE 3/01/2005
 NAME WIGGINS,ESTATE,SUPERVISED SSNO 000000000 OPTIONAL DATE 11/01/2004
 STATUS Q CLOSED _____ REOPEN _____ ATTN _____ PUBLIC P
 MICRO _____ DISPO _____ CODE _____ ORIG PR 3/01/2005 1

=====

| NUM | CODE | F/DATE | PTY | SEQ | H/DATE | TIME | ROOM | MICROFILM# | ATTNY | DISP | DATE | JUDGE |
|-----|------|----------|-----|-----|--------|------|------|------------|-------|------|----------|-------|
| 4 | OBJ | 05012005 | | | | | | | | GTD | 05192005 | 21169 |

OBJECTION OR CONTESTED MATTER _____ Form Number Requested _____
 OBJECTION TO APPOINTMENT OF PR FILED BY SAM SMITH

=====

NXT TRAN P SCH TYPE MOD CASE NBR 05000126 REC NBR _____
 F2=Nxt Tran F3=Exit F4=Prompt F8=Juvenile F9=Name Lookup F11=View F12=Scan
 F13=Notes F16=Inv/Date

Recommended Report Generator

Finding Objections on Open Cases

The following report generator should be helpful in finding outstanding objections (OBJ events) on open probate matters:

```

REPORT GENERATOR SELECTION
ENTER "S" TO SELECT  "P" TO PRINT  1-9 TO SORT

  P CASE TYPE          _ 1 CASE NUMBER
H  _ HDR JUDGE         _ P HDR NAME
E  S STATUS           Q _ CASE OPENED DATE _ - _
A  _ HEADER ATTORNEY   _ _ CASE CLOSED DATE _ - _
D  _ HDR MICROFILM #   _ _ OPTIONAL DATE   _ - _
E  _ DISPOSITION CODE _ _ DISPOSITION DATE _ - _
R  _ SOCIAL SECURITY NBR _ _ REOPEN DATE    _ - _
  _ ADDRESS           _ _ CITY              _ - _
  _ STATE             _ _ ZIP CODE          _ - _

P  _ COURT ACTIVITY    _ _ COURT ACTIVITY DATE _ - _
A  _ FIDUC ACTIVITY    _ _ FIDUC ACTIVITY DATE _ - _
R  _ QUALIFICATION KEY _ _ QUALIFICATION DATE  _ - _
T  _ PARTY TYPE        _ _ DUE DATE           _ - _
Y  _ PARTY ATTORNEY    _ _ FIDUC LAST NAME    _ - _
  _ INVENTORY AMT      _ _ SURETY             _ - _

E
V  S EVENT TYPE        OBJ P EVENT DATE      _ - _
E  _ EVENT JUDGE       _ P DISPOSITION      _ - _
N  _ EVENT ATTORNEY    _ _ DISPOSITION DATE  _ - _
T  _ EVENT MICROFILM # _ _

F3=Exit
  
```

OBJ events on the following case types must be disposed. Measurement begins on the date of the OBJ event and is completed on the date of the disposition on the OBJ event.

DA DE DH TT TV CA CY DD GA GL GM LG PO

For the next set of case types, OBJ schedule events do not need to be disposed, but you may do so if you wish. Measurement on these case types begins on the date of filing and is completed when disposition occurs:

ML CZ MI JA

Assisted Outpatient Treatment

The filing of a petition for assisted outpatient treatment is a SCH/ADD on an MI case header. The code we have assigned to the petition for assisted outpatient treatment (PCM 242) is **PAS**. The code we have assigned to the order following hearing on petition for assisted outpatient treatment (PCM 243) is **OA**.

Just as you already do with other MI petitions, you must dispose the petition for assisted outpatient treatment on the schedule screen:

```

SCHEDULE MOD
CASE# 05000125 TYPE MI REF # TYPE JUDGE 21169 DATE 12/01/2000
NAME MENTALLY, ILL, NEW FILINGS SSNO 000000000 OPTIONAL DATE
STATUS 0 CLOSED REOPEN ATTN PUBLIC P
MICRO DISPO CODE ORIG PR
=====
NUM CODE DATE PTY SEQ H/DATE TIME ROOM MICROFILM# ATTN DISP DATE JUDGE
11 PAS 3012005 , , , , , , , GTD 03072005 21169
PETITION FOR ASSISTED OUTPATIE Form Number Requested
=====
NXT TRAN P SCH TYPE MOD CASE NBR 05000125 REC NBR
F2=Next Tran F3=Exit F4=Prompt F8=Juvenile F9=Name Lookup F11=View F12=Scan
F13=Notes F16=Inv/Date
  
```

Starting in 2006, SCAO will require that all petitions for assisted outpatient treatment be reported on your quarterly caseload report.

Any petitions filed in 2005, however, must be manually counted and reported to SCAO on the form they provided to the courts on February 24, 2005. The form requests the number of petitions for assisted outpatient treatment filed, the number of those petitions that were granted, and the number of those petitions that were denied.

Please contact us if you would like assistance in designing a Report Generator to locate the petitions and their dispositions.

Disposition Status Report

The Disposition Status Report has been updated to include OBJ, DFH, and PAS schedule events:

| | | | | | | | | | |
|-----------------|------|--------------|--|-----|-------|------------|------|--------------------------------------|-------------|
| P00 DISPORPT | | | DISPOSITION STATUS REPORT COUNTY PROBATE COURT COURTHOUSE, 100 MAIN STREET ANYTOWN MI 48909 | | | | | PAGE NO 1 RUN DATE 05/03/2005 | |
| | | | END DATE: 5/03/2005 | | | | | | |
| CASE # | TYPE | NAME | FLE/EVT DT | AGE | DISPO | DISPO DATE | EVT# | EV TYP | NEXT HRG DT |
| 05000151 | DE | TESTING,PAS, | 03/01/2005 | 63 | | 00/00/0000 | 1 | PAS | |
| 05000152 | DA | TESTING,OBJ, | 02/15/2005 | 77 | | 00/00/0000 | 5 | OBJ | |
| 05000153 | MI | TESTING,DFH, | 03/15/2005 | 49 | | 00/00/0000 | 7 | DFH | |

CASELOAD REPORT

The Caseload report is used to track activity for cases during each quarter of the year.

Running the Report:

Enter 6 in the report selection field and press <Enter>. The system will return the following screen:

```

Court ID : P 19 BETTY      Caseload Report Selection

QUARTER:   YEAR:           -OR-   DATE:           -
                                MMDD CCYY   MMDD CCYY
GENERATING UPLOAD FILE? Y (Y/N)

PART 1:    (Y/N)   AUDIT REPORT:  (Y/N)
PART 2:    (Y/N)   AUDIT REPORT:  (Y/N)
PART 4:    (Y/N)   AUDIT REPORT:  (Y/N)

Nxt Tran P RPT Type PRO Case# 00000000 Rec nbr ____
F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System
F8=Civil F9=Name Inq. F14=Dkt.Inq F16=Inv.Cal

```

Enter the quarter or date range, select the Part of caseload that you would like to generate, indicate whether or not you would like each audit to generate, and press <Enter>. The system will generate the reports you selected.

The caseload report consists of several different sections. The following is an explanation of terms and data entry instructions for the report.

Explanation of Terms:**Beginning Pending**

Beginning pending numbers will appear on each quarterly report, but will only be transmitted to SCAO in the first quarter caseload report. Pending refers to pending disposition. If the disposition date is filled in and the date is before the report begin date, the case is **NOT** pending and will not show up on the report.

New Filings

The filing date is determined by evaluating the dates on the header screen. Exceptions to this rule are listed along with the corresponding graph.

Reopened Cases

If the reopen date is within the reporting period the case will be counted as reopened. Case types that do not report reopened are blacked out on the corresponding graphs.

Disposed

Dispositions are entered on the header screen in the disposition date/code fields unless otherwise noted.

Explanation of the Report:**PART 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS****SECTION A: ESTATES, TRUSTS**

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ |
|------|--|----|----|----|----|----|----|----|
| LINE | CASE TYPE | DA | DE | DH | PE | TR | TT | TV |
| 1 | Beginning Pending Petitions** | | | | | | | |
| 2 | New Filings | | | | | | | |
| 3 | Reopened Cases | | | | | | | |
| 4 | Number of Open Estates, Testamentary Trust, and Inter Vivos Trust Cases, January 1 | | | | | | | |

Part 1, Section A, Line 1, Columns 1-7

Case headers containing a file date prior to the report begin date and a blank disposition date, or a disposition date later than the report begin date.

Part 1, Section A, Line 2, Columns 1-7

Case headers containing a file date within the reporting period.

Part 1, Section A, Line 3, Columns 1, 2 & 4

Case headers containing a reopen date within the reporting period.

SECTION B: WILLS

| |
|--|
| |
|--|

Part 1, Section B, Line 1, Column 1

Case headers with a case type of TR and a schedule event of WSK (Wills for Safekeeping) or WDE (Will, Decedent Estate), dated within the reporting period.

SECTION C: CIVIL AND OTHER MATTERS

①

②

③

| Line | CASE TYPE | BR | CZ | ML |
|------|----------------------------------|----|----|----|
| 1 | Beginning Pending Petitions** | | | |
| 2 | New Filings | | | |
| 3 | Reopened Cases | | | |

Part 1, Section C, Line 1, Column 2

Case headers containing a file date prior to the report begin date and a blank disposition date, or a disposition date later than the report begin date.

Part 1, Section C, Line 1, Column 3

Case headers containing a file date prior to the report begin date and a blank disposition date, or a disposition date later than the report begin date.

Note: Since the ML case type can be used for cases that are not counted on the caseload report, specific events must be entered on those matters that are counted on the caseload report:

| | | |
|---------------------------------|---|-----------------------------------|
| MAL - Marriage License | DBP - Safe Deposit Box | APV - Action on Personal Property |
| IRN - Intent to Receive Notice | APP - Appeals | RVS - Review Adoption Subsidy |
| KDN - Kidney Transplant | LSI - Lost Instrument | SPP - Support of Poor Persons |
| RVD - Review Drain Commission | RVM - Review Mental Health | DOP - Disclaimer of Property |
| UGM - Uniform Gift to Minors | FFD - Foreign Fiduciary | DFN - Demand for Notice |
| SAP - Substance Abuse Treatment | PED - Establish Death of Accident/ Disaster Victim | |

Part 1, Section C, Line 2, Columns 1-3

Case headers containing a file date within the reporting period.

Note: Since the ML case type can be used for cases that are not counted on the caseload report, specific events must be entered on those matters that are counted on the caseload report:

| | | |
|---------------------------------|---|-----------------------------------|
| MAL - Marriage License | DBP - Safe Deposit Box | APV - Action on Personal Property |
| IRN - Intent to Receive Notice | APP - Appeals | RVS - Review Adoption Subsidy |
| KDN - Kidney Transplant | LSI - Lost Instrument | SPP - Support of Poor Persons |
| RVD - Review Drain Commision | RVM - Review Mental Health | DOP - Disclaimer of Property |
| UGM - Uniform Gift to Minors | FFD - Foreign Fiduciary | DFN - Demand for Notice |
| SAP - Substance Abuse Treatment | PED - Establish Death of Accident/ Disaster Victim | |

Part 1, Section C, Line 3, Column 2

Case headers containing a reopen date within the reporting period.

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

| Line | CASE TYPE | CA | CY | DD | GA | GL | GM | JA | LG | MI | PO |
|------|--|----|----|----|----|----|----|----|----|----|----|
| 1 | Beginning Pending Petitions** | | | | | | | | | | |
| 2 | New Filings | | | | | | | | | | |
| 3 | Reopened Cases | | | | | | | | | | |
| 4 | Guardianships/Conservatorships in System January 1 | | | | | | | | | | |

Part 1, Section D, Line 1, Columns 1-6, 8 & 10

Case headers containing a file date prior to the report begin date and a blank disposition date, or a disposition date later than the report begin date.

Part 1, Section D, Line 1, Column 7

An event with the type of OBJ or PJA dated before the report begin date and a blank disposition, or a disposition date later than the report begin date.

Part 1, Section D, Line 1, Column 9

An event with the type of AFH, PFH, OBH, or CHM dated before the report begin date and a blank disposition, or a disposition date later than the report begin date.

Part 1, Section D, Line 2, Columns 1-6, 8 & 10

Case headers containing a file date within the reporting period.

Note: DD cases (Column 3) that are appointed as partial guardians for a 5-year period must be closed and reopened with at least one day between the close and the reopen date for the system to count the case.

Part 1, Section D, Line 2, Column 7

An event with the type of OBJ or PJA dated within the report period.

Part 1, Section D, Line 2, Column 9

An event with the type of AFH, PFH, OBH, or CHM dated within the report period.

Part 1, Section D, Line 3, Column 9

An event with the type of DFH dated within the report period.

Part 1, Section D, Line 4, Columns 1-6 & 8

Total number of open cases as of January 1st.

SECTION D: OTHER FILINGS

①

| Line | CASE TYPE | MI |
|------|-------------------------------|----|
| 1 | Petition for Second Order | |
| 2 | Petition for Continuing Order | |
| 3 | Supplemental Petitions | |

Part 1, Section D, Line 1, Column 1

An event with the type PCO with an event date during the report period.

Part 1, Section D, Line 2, Column 1

An event with the type PCT with an event date during the report period.

Part 1, Section D, Line 3, Column 1

An event with the type SPA, SPE, or POT with an event date during the report period.

SECTION G: ADOPTIONS

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ | ⑨ | ⑩ | |
|------|-------------------------------|----|----|----|----|----|----|----|----|----|----|----|
| Line | CASE TYPE | AB | AC | AD | AF | AG | AM | AN | AO | AY | RB | RL |
| 1 | Beginning Pending Petitions** | | | | | | | | | | | |
| 2 | New Filings | | | | | | | | | | | |
| 3 | Reopened Cases | | | | | | | | | | | |
| 4 | Releases Executed | | | | | | | | | | | |

Part 1, Section G, Line 1, Columns 1-9

Case headers containing a file date prior to the report begin date and a blank disposition date, or a disposition date later than the report begin date.

Part 1, Section G, Line 2, Columns 1-9

Case headers containing a file date within the reporting period.

Part 1, Section G, Line 3, Columns 1-9

Case headers containing a reopen date within the reporting period.

Part 1, Section G, Line 4, Columns 10 & 11

Case headers containing a file date within the reporting period **and** a disposition of AFN or RLE during the report period.

SECTION G: OTHER MATTERS

①

| Line | OTHER MATTERS | |
|------|---|--|
| 5 | Petitions for Confidential Intermediary | |
| 6 | Requests for Release of Information | |

Part 1, Section G, Line 5, Column 1

An event of ACI dated within the report period on any adoption case type.

Part 1, Section G, Line 6, Column 1

An event of ADI or ADN dated within the report period on any adoption case type.

SECTION H: MISCELLANEOUS FAMILY

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ |
|------|----------------------------------|----|----|----|----|----|----|----|----|
| Line | CASE TYPE | EM | ID | NB | NC | PH | PP | PW | VP |
| 1 | Beginning Pending Petitions** | | | | | | | | |
| 2 | New Petitions | | | | | | | | |
| 3 | Reopened Cases | | | | | | | | |

Note: Case Types PH, PP & VP (Columns 5, 6 & 8) are not supported by the JIS Probate System and therefore counts are not provided.

Part 1, Section H, Line 1, Columns 1-4 & 7

Case headers containing a file date prior to the report begin date and a blank disposition date, or a disposition date later than the report begin date.

Part 1, Section H, Line 2, Columns 1-4 & 7

Case headers containing a file date within the reporting period.

Part 1, Section H, Line 3, Columns 1-4 & 7

Case headers containing a reopen date during the period.

SECTION I: ANCILLARY PROCEEDINGS - GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ | ⑨ | ⑩ |
|------|----------------------------------|----|----|----|----|----|----|----|----|----|----|
| Line | CASE TYPE | CA | CY | DD | GA | GL | GM | JA | LG | MI | PO |
| 1 | Beginning Pending Petitions** | | | | | | | | | | |
| 2 | New Filings | | | | | | | | | | |

For cases to be reported in this section, the Ancillary field on the HDR screen must be marked with an "X."

Part 1, Section D, Line 1, Columns 1-6, 8 & 10

Case headers containing a file date prior to the report begin date and a blank disposition date, or a disposition date later than the report begin date.

Part 1, Section D, Line 1, Column 7

An event with the type of OBJ or PJA dated before the report begin date and a blank disposition, or a disposition date later than the report begin date.

Part 1, Section D, Line 1, Column 9

An event with the type of AFH, PFH, OBH, or CHM dated before the report begin date and a blank disposition, or a disposition date later than the report begin date.

Part 1, Section D, Line 2, Columns 1-6, 8 & 10

Case headers containing a file date within the reporting period.

Note: DD cases (Column 3) that are appointed as partial guardians for a 5-year period must be closed and reopened with at least one day between the close and the reopen date for the system to count the case.

Part 1, Section D, Line 2, Column 7

An event with the type of OBJ or PJA dated within the report period.

Part 1, Section D, Line 2, Column 9

An event with the type of AFH, PFH, OBH, or CHM dated within the report period.

Explanation of the Report:**PART 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES****SECTION A: ESTATES, TRUSTS**

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ |
|------|---------------------------------|---------|---------|---------|---------|---------|---------|---------|
| Line | CASE TYPE | DA | DE | DH | PE | TR | TT | TV |
| 1 | Granted | GTD | GTD | | GTD | GTD | GTD | GTD |
| 2 | Order Determining Testacy/Heirs | | ODT | ODT | | | | |
| 3 | Denied | DEN | DEN | DEN | DEN | DEN | DEN | DEN |
| 4 | Transferred | TFR | TFR | | | TFR | TFR | TFR |
| 5 | Withdrawn/Dismissed | WDN/DIS | WDN/DIS | WDN/DIS | WDN/DIS | WDN/DIS | WDN/DIS | WDN/DIS |
| 6 | Case Type Change | | | | | | | |
| 7 | Administratively Closed | | | | | | | |
| 8 | Cases Closed | | | | | | | |

Part 2, Section A, Lines 1-5, Columns 1-7

The above disposition codes must be entered on the HDR screen in the disposition field with a disposition date within the report period.

Part 2, Section A, Line 6, Columns 1 & 2

Case type change on the case HDR screen with a case type change date within the reporting period.

Part 2, Section A, Line 7, Columns 1, 2, 6, 7

Case closed type of "A" with a case closed date within the report period.

Part 2, Section A, Line 7, Columns 1, 2, 6, 7

Case closed type of "C" with a case closed date within the report period.

SECTION A: ESTATES, TRUSTS

①

| | | |
|------|---|--|
| Line | Estates Under Supervised Administration (provide in 4th quarter report only) | |
| 9 | Total estate cases supervised by the court during the year | |

Part 2, Section A, Line 9, Column 1

Total cases supervised will only be reported in the fourth quarter caseload report. If the file date is between January 1st and December 31st of the report year and the case type is “DA”, the case will be counted as a case supervised by the court.

Reopened cases: If the reopen date is on or before December 31st of the report year and the close date is blank or after the reopen date and the case type is “DA”, the case will be counted.

Case Type Change cases: If the case type is NOT “DA” and the case type change date is on or after January 1st of the report year and the file date is on or before December 31st of the report year and the previous case type was “DA”, this case will be counted as a case supervised by the court.

SECTION C: CIVIL AND OTHER MATTERS

①

| Line | CASE TYPE | CZ |
|------|-----------------------------|--------------------|
| 1 | Jury Verdict | JUR |
| 2 | Bench Verdict | BT |
| 3 | Uncontested/Default/Settled | UNC, DEF, STL, SMD |
| 4 | Transferred | TFR |
| 5 | Dismissed by Party | DMP |
| 6 | Dismissed by Court | DMC |
| 7 | Inactive Status | INC |
| 8 | Other Disposition | OTH |

Part 2, Section A, Lines 1-8, Column 1

The above disposition codes must be entered on the HDR screen in the disposition field with a disposition date within the report period.

①

| Line | CASE TYPE | ML |
|------|---------------------|---------|
| 9 | Granted | GTD |
| 10 | Denied | DEN |
| 11 | Transferred | TFR |
| 12 | Withdrawn/Dismissed | WDN/DIS |

Part 2, Section C, Lines 9-12, Column 1

The above disposition codes must be entered on the HDR screen in the disposition field with a disposition date within the report period.

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ | ⑨ | ⑩ |
|------|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Line | CASE TYPE | CA | CY | DD | GA | GL | GM | JA | LG | MI | PO |
| 1 | Granted | GTD | GTD | GTD | GTD | GTD | GTD | GTD | GTD | GTD | GTD |
| 2 | Denied | DEN | DEN | DEN | DEN | DEN | DEN | DEN | DEN | DEN | DEN |
| 3 | Transferred | TFR | TFR | TFR | TFR | TFR | TFR | TFR | TFR | TFR | TFR |
| 4 | Withdrawn/Dismissed | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS |
| 5 | Deferred | | | | | | | | | RTD | |
| 6 | Case Type Change | | | | | | | | | | |
| 7 | Administratively Closed | | | | | | | | | | |
| 8 | Cases Closed | | | | | | | | | | |

Part 2, Section D, Lines 1-4, Columns 1-6, 8 & 10

The above disposition codes must be entered on the HDR screen in the disposition field with a disposition date within the report period.

Part 2, Section D, Lines 1-4, Column 7

The above disposition codes must be entered on an event of PJA or OBJ in the disposition field with a disposition date within the report period.

Part 2, Section D, Lines 1-4, Column 9

The above disposition codes must be entered on an event of AFH, PFH, OBJ, or CHM in the disposition field with a disposition date within the report period.

Part 2, Section D, Line 5, Column 9

An event with the type of AFH, PFH, OBH, or CHM, with a disposition of RTD with a disposition date within the report period.

Part 2, Section D, Line 6, Columns 1-10

On the header screen, the case type change date must be within the report range and there must be a valid case type "from type."

Part 2, Section D, Line 7, Columns 1-6 & 8

Case closed type of "A" (Line 7) or "C" (Line 8) with a case closed date within the report period.

**SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS
(Continued)****①**

| Line | CASE TYPE | MI |
|------|--------------------------|-----|
| 9 | Second Order Granted | GTD |
| 10 | Second Order Denied | DEN |
| 11 | Continuing Order Granted | GTD |
| 12 | Continuing Order Denied | DEN |

Part 2, Section D, Line 9, Column 1

An event with the type PCO with a disposition code on the event of GTD, with a disposition date within the report period.

Part 2, Section D, Line 10, Column 1

An event with the type PCO with a disposition code on the event of DEN, with a disposition date within the report period.

Part 2, Section D, Line 11, Column 1

An event with the type PCT with a disposition code on the event of GTD, with a disposition date within the report period.

Part 2, Section D, Line 10, Column 1

An event with the type PCT with a disposition code on the event of DEN, with a disposition date within the report period.

SECTION G: ADOPTIONS

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ | ⑨ |
|------|-------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Line | CASE TYPE | AB | AC | AD | AF | AG | AM | AN | AO | AY |
| 1 | Finalized | AFN | AFN | AFN | AFN | AFN | AFN | AFN | AFN | AFN |
| 2 | Withdrawn by Petitioner | WDN | WDN | WDN | WDN | WDN | WDN | WDN | WDN | WDN |
| 3 | Dismissed by Court | DMC | DMC | DMC | DMC | DMC | DMC | DMC | DMC | DMC |
| 4 | Transferred | TFR | TFR | TFR | TFR | TFR | TFR | TFR | TFR | TFR |
| 5 | Recission Granted | | | | | | | | | |
| 6 | Recission Denied | | | | | | | | | |
| 7 | Case Type Change | TPC | TPC | TPC | TPC | TPC | TPC | TPC | TPC | TPC |

Part 2, Section G, Lines 1-7, Columns 1-9

The above disposition codes must be entered on the HDR screen in the disposition field with a disposition date within the report period.

SECTION H: MISCELLANEOUS FAMILY

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ |
|------|--------------------------------|-----|-----|-----|-----|----|----|-----|----|
| Line | CASE TYPE | EM | ID | NB | NC | PH | PP | PW | VP |
| 1 | Orders Issued Ex Parte | | OEP | OEP | | | | | |
| 2 | Orders Issued After Hearing | OAH | OAH | OAH | OAH | | | OAH | |
| 3 | Transferred | TFR | TFR | TFR | TFR | | | TFR | |
| 4 | Dismissed/Denied Ex Parte | | DEP | DEP | | | | | |
| 5 | Dismissed/Denied After Hearing | DAH | DAH | DAH | DAH | | | DAH | |
| 6 | Dismissed by Petitioner | DMP | DMP | DMP | DMP | | | DMP | |
| 7 | Orders Rescinded | | | | | | | | |
| 8 | Orders Issued After Denial | | | | | | | | |
| 9 | Case Type Change | TPC | TPC | TPC | TPC | | | TPC | |

Part 1, Section H, Line 1, Columns 1-4 & 7

The above disposition codes must be entered on the HDR screen in the disposition field with a disposition date within the report period.

SECTION I: ANCILLARY PROCEEDINGS - GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ | ⑨ | ⑩ |
|------|-------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| LINE | CASE TYPE | CA | CY | DD | GA | GL | GM | JA | LG | MI | PO |
| 1 | Granted | GTD | GTD | GTD | GTD | GTD | GTD | GTD | GTD | GTD | GTD |
| 2 | Denied | DEN | DEN | DEN | DEN | DEN | DEN | DEN | DEN | DEN | DEN |
| 3 | Transferred | TFR | TFR | TFR | TFR | TFR | TFR | TFR | TFR | TFR | TFR |
| 4 | Withdrawn/Dismissed | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS | WDN/ DIS |
| 5 | Deferred | | | | | | | | | RTD | |
| 6 | Case Type Change | | | | | | | | | | |
| 7 | Administratively Closed | | | | | | | | | | |
| 8 | Cases Closed | | | | | | | | | | |

For cases to be reported in this section, the Ancillary field on the HDR screen must be marked with an "X."

Part 2, Section I, Lines 1-4, Columns 1-6, 8 & 10

The above disposition codes must be entered on the HDR screen in the disposition field with a disposition date within the report period.

Part 2, Section I, Lines 1-4, Column 7

The above disposition codes must be entered on an event of PJA or OBJ in the disposition field with a disposition date within the report period.

Part 2, Section I, Lines 1-4, Column 9

The above disposition codes must be entered on an event of AFH, PFH, OBJ, or CHM in the disposition field with a disposition date within the report period.

Part 2, Section I, Line 5, Column 9

An event with the type of AFH, PFH, OBH, or CHM, with a disposition of RTD with a disposition date within the report period.

Part 2, Section I, Line 6, Columns 1-10

On the header screen, the case type change date must be within the report range and there must be a valid case type "from type."

Part 2, Section I, Line 7, Columns 1-6 & 8

Case closed type of “A” with a case closed date within the report period.

Part 2, Section D, Line 8, Columns 1-6 & 8

Case closed type of “C” with a case closed date within the report period.

Explanation of the Report:**PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE****SECTION A: ESTATES, TRUSTS**

| | | ① | ② | ③ | ④ | ⑤ |
|------|-----------------------|----|----|----|----|----|
| Line | CASE TYPE | DA | DE | DH | TT | TV |
| 1 | Disposed 0-182 Days | | | | | |
| 2 | Disposed 183-273 Days | | | | | |
| 3 | Disposed 274-364 Days | | | | | |
| 4 | Disposed +364 Days | | | | | |
| 5 | Pending 0-182 Days | | | | | |
| 6 | Pending 183-273 Days | | | | | |
| 7 | Pending 274-364 Days | | | | | |
| 8 | Pending +364 Days | | | | | |

Part 4, Section A, Lines 1-4, Columns 1-5

OBJ events disposed within the reporting period. Count the number of days between the OBJ event date and the disposition date, and report on the appropriate line.

Part 4, Section A, Lines 5-8, Columns 1-5

OBJ events that are **NOT** disposed as of the last date of the reporting period. Count the number of days between the OBJ event date and the report end date, and report on the appropriate line.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE (Continued)**SECTION C: GENERAL CIVIL**

①

| Line | CASE TYPE | CZ |
|------|-----------------------|----|
| 1 | Disposed 0-364 Days | |
| 2 | Disposed 365-545 Days | |
| 3 | Disposed 546-728 Days | |
| 4 | Disposed +728 Days | |
| 5 | Pending 0-364 Days | |
| 6 | Pending 365-545 Days | |
| 7 | Pending 546-728 Days | |
| 8 | Pending +728 Days | |

Part 4, Section C, Lines 1-4, Column 1

Disposition date in the HDR screen falls within the period. Count the number of days between the HDR file date and the disposition date, and report on the appropriate line.

Part 4, Section C, Lines 5-8, Column 1

Disposition field in the HDR screen is blank or dated after the end of the reporting period. Count the number of days between the HDR file date and the report end date, and report on the appropriate line.

①

| Line | CASE TYPE | ML |
|------|--------------------|----|
| 9 | Disposed 0-35 Days | |
| 10 | Disposed +35 Days | |
| 11 | Pending 0-35 Days | |
| 12 | Pending +35 Days | |

Part 4, Section C, Lines 9-10, Column 1

Disposition date in the HDR screen falls within the period. Count the number of days between the HDR file date and the disposition date, and report on the appropriate line.

Part 4, Section C, Lines 11-12, Column 1

Disposition field in the HDR screen is blank or dated after the end of the reporting period. Count the number of days between the HDR file date and the report end date, and report on the appropriate line.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE (Continued)**SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS**

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ |
|------|-----------------------|----|----|----|----|----|----|----|----|
| LINE | CASE TYPE | CA | CY | DD | GA | GL | GM | LG | PO |
| 1 | Disposed 0-182 Days | | | | | | | | |
| 2 | Disposed 183-273 Days | | | | | | | | |
| 3 | Disposed 274-364 Days | | | | | | | | |
| 4 | Disposed +364 Days | | | | | | | | |
| 5 | Pending 0-182 Days | | | | | | | | |
| 6 | Pending 183-273 Days | | | | | | | | |
| 7 | Pending 274-364 Days | | | | | | | | |
| 8 | Pending +364 Days | | | | | | | | |

Part 4, Section D, Lines 1-4, Columns 1-8

OBJ events disposed within the reporting period. Count the number of days between the OBJ event date and the disposition date, and report on the appropriate line.

Part 4, Section D, Lines 5-8, Columns 1-8

OBJ events that are **NOT** disposed as of the last date of the reporting period. Count the number of days between the OBJ event date and the report end date, and report on the appropriate line.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE (Continued)**SECTION D: ADMISSION, MENTAL COMMITMENTS**

① ②

| Line | CASE TYPE | JA | MI |
|------|--------------------------|----|----|
| 1 | Disposed 0-14 Days | | |
| 2 | Disposed 15-28 Days | | |
| 3 | Disposed +28 Days | | |
| 4 | Disposed 0-14 Days (DFH) | | |
| 5 | Disposed 15-28 Days(DFH) | | |
| 6 | Disposed +28 Days (DFH) | | |
| 7 | Pending 0-14 Days | | |
| 8 | Pending 15-28 Days | | |
| 9 | Pending +28 Days | | |
| 10 | Pending 0-14 Days (DFH) | | |
| 11 | Pending 15-28 Days(DFH) | | |
| 12 | Pending +28 Days (DFH) | | |

Part 4, Section D, Lines 1-3, Column 1

PJA or OBJ events disposed within the reporting period. Count the number of days between the event date and the disposition date, and report on the appropriate line.

Part 4, Section D, Lines 1-3, Column 2

AFH, PFH, CHM, OBJ, PCT, and PCO events disposed within the reporting period. Count the number of days between the event date and the disposition date, and report on the appropriate line.

Part 4, Section D, Lines 4-6, Column 2

Count the number of days between the event date of the AFH, PFH, CHM, OBJ, PCT, or PCO event, and the disposition on the DFH event. Then subtract out the number of days between the RTD disposition on the AFH, PFH, CHM, OBJ, PCT, or PCO event and the filing of the DFH event. Report on the appropriate line.

Part 4, Section D, Lines 7-9, Column 1

PJA or OBJ events **NOT** disposed as of the report end date. Calculate the number of days between the event date and the report end date and report on the appropriate line.

Part 4, Section D, Lines 7-9, Column 2

AFH, PFH, CHM, OBJ, PCT, and PCO events **NOT** disposed as of the report end date. Calculate the number of days between the event date and the report end date and report on the appropriate line.

Part 4, Section D, Lines 10-12, Column 2

Count the number of days between the event date of the AFH, PFH, CHM, OBJ, PCT, or PCO event, and the report end date. Then subtract out the number of days between the RTD disposition on the AFH, PFH, CHM, OBJ, PCT, or PCO event and the filing of the DFH event. Report on the appropriate line.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE (Continued)**SECTION G: ADOPTIONS**

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ | ⑨ |
|------|-----------------------|----|----|----|----|----|----|----|----|----|
| Line | CASE TYPE | AB | AC | AD | AF | AG | AM | AN | AO | AY |
| 1 | Disposed 0-287 Days | | | | | | | | | |
| 2 | Disposed 288-364 Days | | | | | | | | | |
| 3 | Disposed +364 Days | | | | | | | | | |
| 4 | Pending 0-287 Days | | | | | | | | | |
| 5 | Pending 288-364 Days | | | | | | | | | |
| 6 | Pending +364 Days | | | | | | | | | |

Part 4, Section G, Lines 1-3, Columns 1-9

Cases that have a disposition date on the HDR screen that falls within the period. Calculate the number of days between the file date on the HDR screen and the disposition date on the HDR screen and report on the appropriate line.

Part 4, Section G, Lines 4-6, Columns 1-9

Cases that do **NOT** have a disposition date on the HDR screen as of the report end date. Calculate the number of days between the file date on the HDR screen and the report end date and report on the appropriate line.

①

| Line | CASE TYPE | AY |
|------|--------------------|----|
| 7 | Disposed 0-91 Days | |
| 8 | Disposed +91 Days | |
| 9 | Pending 0-91 Days | |
| 10 | Pending +91Days | |

NOTE: This section is for Petitions for Rescission **ONLY**. The case must contain the event of PFR (Petition for Rescission). The disposition will be entered on the HDR or ADC screen.

Part 4, Section G, Lines 7-8, Column 1

Cases that have a disposition code of RCG (Rescission Granted) or RCD (Rescission Denied) with a disposition date during the report period. Calculate the number of days from the PFR (Petition for Rescission) event date and the disposition date on the HDR. Report on the appropriate line.

Part 4, Section G, Lines 9-10, Column 1

Cases that have an event of PFR and do **NOT** have a disposition date on the HDR screen as of the report end date. Calculate the number of days between the event date on the PFR event and the report end date and report on the appropriate line.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE (Continued)**SECTION H: MISCELLANEOUS FAMILY**

① ② ③

| Line | CASE TYPE | EM | ID | NC |
|------|--------------------|----|----|----|
| 1 | Disposed 0-91 Days | | | |
| 2 | Disposed +91 Days | | | |
| 3 | Pending 0-91 Days | | | |
| 4 | Pending +91 Days | | | |

| Line | CASE TYPE | PW |
|------|-------------------|----|
| 5 | Disposed 0-5 Days | |
| 6 | Disposed +5 Days | |
| 7 | Pending 0-5 Days | |
| 8 | Pending +5 Days | |

NOTE: PW cases must be entered on the parental waiver module.

| Line | CASE TYPE | NB |
|------|---------------------|----|
| 9 | Disposed 0-273 Days | |
| 10 | Disposed +273 Days | |
| 11 | Pending 0-273 Days | |
| 12 | Pending +273 Days | |

Part 4, Section H, Lines 1-2, 5-6, 9-10

Cases that have a disposition date on the HDR screen that falls within the period. Calculate the number of days between the file date on the HDR screen and the disposition date on the HDR screen and report on the appropriate line.

Part 4, Section H, Lines 3-4, 7-8, 11-12

Cases that do **NOT** have a disposition date on the HDR screen as of the report end date. Calculate the number of days between the file date on the HDR screen and the report end date and report on the appropriate line.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE (Continued)**SECTION I: ANCILLARY PROCEEDINGS (GUARDIANSHIPS, CONSERVATORSHIPS)**

NOTE: The Ancillary field on the Probate HDR screen must be marked with an “X” to be reported in Section I.

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ |
|------|-----------------------|----|----|----|----|----|----|----|----|
| LINE | CASE TYPE | CA | CY | DD | GA | GL | GM | LG | PO |
| 1 | Disposed 0-182 Days | | | | | | | | |
| 2 | Disposed 183-273 Days | | | | | | | | |
| 3 | Disposed 274-364 Days | | | | | | | | |
| 4 | Disposed +364 Days | | | | | | | | |
| 5 | Pending 0-182 Days | | | | | | | | |
| 6 | Pending 183-273 Days | | | | | | | | |
| 7 | Pending 274-364 Days | | | | | | | | |
| 8 | Pending +364 Days | | | | | | | | |

Part 4, Section I, Lines 1-4, Columns 1-8

OBJ events disposed within the reporting period. Count the number of days between the OBJ event date and the disposition date, and report on the appropriate line.

Part 4, Section I, Lines 5-8, Columns 1-8

OBJ events that are **NOT** disposed as of the last date of the reporting period. Count the number of days between the OBJ event date and the report end date, and report on the appropriate line.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE (Continued)**SECTION i: ANCILLARY PROCEEDINGS (ADMISSION, MENTAL COMMITMENTS)**

① ②

| Line | CASE TYPE | JA | MI |
|------|--------------------------|----|----|
| 1 | Disposed 0-14 Days | | |
| 2 | Disposed 15-28 Days | | |
| 3 | Disposed +28 Days | | |
| 4 | Disposed 0-14 Days (DFH) | | |
| 5 | Disposed 15-28 Days(DFH) | | |
| 6 | Disposed +28 Days (DFH) | | |
| 7 | Pending 0-14 Days | | |
| 8 | Pending 15-28 Days | | |
| 9 | Pending +28 Days | | |
| 10 | Pending 0-14 Days (DFH) | | |
| 11 | Pending 15-28 Days(DFH) | | |
| 12 | Pending +28 Days (DFH) | | |

Part 4, Section I, Lines 1-3, Column 1

PJA or OBJ events disposed within the reporting period. Count the number of days between the event date and the disposition date, and report on the appropriate line.

Part 4, Section I, Lines 1-3, Column 2

AFH, PFH, CHM, OBJ, PCT, and PCO events disposed within the reporting period. Count the number of days between the event date and the disposition date, and report on the appropriate line.

Part 4, Section I, Lines 4-6, Column 2

Count the number of days between the event date of the AFH, PFH, CHM, OBJ, PCT, or PCO event, and the disposition on the DFH event. Then subtract out the number of days between the RTD disposition on the AFH, PFH, CHM, OBJ, PCT, or PCO event and the filing of the DFH event. Report on the appropriate line.

Part 4, Section I, Lines 7-9, Column 1

PJA or OBJ events **NOT** disposed as of the report end date. Calculate the number of days between the event date and the report end date and report on the appropriate line.

Part 4, Section I, Lines 7-9, Column 2

AFH, PFH, CHM, OBJ, PCT, and PCO events **NOT** disposed as of the report end date. Calculate the number of days between the event date and the report end date and report on the appropriate line.

Part 4, Section I, Lines 10-12, Column 2

Count the number of days between the event date of the AFH, PFH, CHM, OBJ, PCT, or PCO event, and the report end date. Then subtract out the number of days between the RTD disposition on the AFH, PFH, CHM, OBJ, PCT, or PCO event and the filing of the DFH event. Report on the appropriate line.

Reading the Delinquent Fiduciary Report

Most all information on the Delinquent Fiduciary Report is taken from the Probate Party screen:

PARTY MOD
 CASE# 00024440 TYPE GM XREF # _____ TYPE _____ JUDGE 21169 DATE 2/08/2000
 NAME GUARDIANSHIP, MINOR, SSNO 000000000 OPTIONAL DATE 9/14/1992
 STATUS Q CLOSED REOPEN ATTNY 41434 MISSAD PUBLIC P
 MICRO DISPO 12/31/2001 CODE GTD ORIG PR _____
 =====
 # 2 DESC CGM QUALIFICATION KEY 1 AOT DATE 12022002 DUE DATE 12022002 2
 PARTY ACTIVITY KEY AGM DATE 2172004
 COURT ACTIVITY KEY NOT DATE 2032004
 GDNSHIP REVIEW TYPE _____ DATE _____
 EVENT COMMENT _____ MICRO# _____
 INVENTORY AMT _____ FEE _____ CALC DT _____
 DATE PAID _____ RECEIPT # _____
 NAME GUARDIANSHIP, GUARDIANS, _____
 ADDRESS 100 MAIN STREET _____
 CITY LANSING ST MI ZIP 48909 _____
 PHONE 888 339-1547
 ATTNY _____ SURETY _____
 NXT TRAN P PTY TYPE MOD CASE NBR 00024440 REC NBR _____
 F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Juvenile F9=Name Lookup
 F13=Notes F14=Dockets F16=Inv/Date F17=INV. Receipts

Probate Party (PTY) Screen

The following information would be extracted from this Party Screen for the Delinquent Fiduciary Report:

| | | |
|---|-------------------|---|
| 1 | Qualification Key | The date the fiduciary “qualified” by signing an Acceptance of Appointment or obtaining a bond. In this case, the fiduciary qualified by signing an Acceptance of Appointment (AOT) on 12/02/2002. This translates to the Delinquent Fiduciary Report as the “Anniversary Account Date.” |
| 2 | Due Date | If the Court grants a request by the fiduciary to change the date filings are due each year, that date would be indicated here. In this case, the fiduciary has not made such a request. If they had, and the request had been granted, it would appear on the Delinquent Fiduciary Report as the “Anniversary Account Date” instead of the qualification date (#1, above). |

Reading the Delinquent Fiduciary Report (Continued)

PARTY MOD
CASE# 00024440 TYPE GM XREF # _____ TYPE _____ JUDGE 21169 DATE 2/08/2000
NAME GUARDIANSHIP, MINOR, SSNO 000000000 OPTIONAL DATE 9/14/1992
STATUS Q CLOSED _____ REOPEN _____ ATTN 41434 MISSAD _____ PUBLIC P
MICRO _____ DISPO 12/31/2001 CODE GTD ORIG PR _____

=====

2 DESC CGM QUALIFICATION KEY 3 AOT DATE 12022002 DUE DATE 12022002
PARTY ACTIVITY KEY 4 AGM DATE 2172004
COURT ACTIVITY KEY 4 NOT DATE 2032004
GDNSHIP REVIEW TYPE _____ DATE _____

EVENT COMMENT _____ MICRO# _____
INVENTORY AMT _____ FEE _____ CALC DT _____
DATE PAID _____ RECEIPT # _____

NAME GUARDIANSHIP, GUARDIANS,
ADDRESS 100 MAIN STREET
CITY LANSING ST MI ZIP 48909
PHONE 888 339-1547
ATTNY _____ SURETY _____

NXT TRAN P PTY TYPE MOD CASE NBR 00024440 REC NBR _____
F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Juvenile F9=Name Lookup
F13=Notes F14=Dockets F16=Inv/Date F17=INV. Receipts

Probate Party (PTY) Screen

| | | |
|----------|------------------------|---|
| 3 | Party Activity Key | The last filing by the fiduciary. In this case, the fiduciary filed an Annual Report on Condition of Minor (AGM) on 02/17/2004. On the Delinquent Fiduciary Report it is referred to as the Latest Fiduciary Date & Key. |
| 4 | Court Activity Key | The last activity by the Court. In this case, the Court sent the fiduciary a Notice of Omission (NOT) on 02/03/2004. This will be the Latest Court Date & Key on the Delinquent Fiduciary Report. |
| 5 | Days of Non-Compliance | This is a calculation that is made by taking either the Due Date 2 (if one exists) or the Qualification Key 1 , and adding the appropriate number of days (see pages 7-8 of this document) to determine when a filing is due. If a case is in non-compliance, it will appear on the report, and the number of days of non-compliance are the number of days from the date the filing was due through the report end period. |

P19
 DELINQFDD
 JUDGE

DELINQUENT FIDUCIARY REPORT
 COUNTY PROBATE COURT
 COURTHOUSE, 100 MAIN STREET
 ANYTOWN MI 48909

RUN DATE: 02/28/2005
 RPT DATE: 01/31/2005
 CONTACT : BETTY WIGGINS
 PHONE # : (888) 339/1547

PAGE : 3

LIST ALL ESTATE FILES IN WHICH EXCEPT IN INDEPENDENT PROBATE PROCEEDINGS, THERE EXISTS AT THE TIME OF THIS REPORT A PERIOD OF 14 MONTHS FOR WHICH NO REPORT HAS BEEN FILED BY THE FIDUCIARY AS REQUIRED BY MCR 5.409.

DELINQUENT REPORTS

| CASE NAME CASE NUMBER | PARTY TYPE | FIDUCIARY NAME | ANNIVERSARY ACCT. DATE | LATEST FIDUCIARY DATE | LATEST FIDUCIARY KEY | COURT DATE | KEY | DAYS OF NON-COMPLIANCE | FOLLOW-UP ACTION OR EXPLANATION |
|---------------------------------------|---------------|--------------------------|---------------------------|--------------------------|-------------------------|---------------|-----|---------------------------|------------------------------------|
| GUARDIANSHIP, MINOR, 0002444002-GM | CGM | GUARDIANSHIP, GUARDIANS, | 12/02/2002 | 02/17/2004 | AGM | 02/03/2004 | NOT | 3 | |
| CASE, NAME, TEST, 0202507001-GM | GDM | FIDUCIARY, NAME, TEST, | 09/25/2002 | 08/05/2003 | AGM | 12/14/2004 | NOT | 437 | |
| CASE, NAME, TEST, 0402580001-GA | GDA | FIDUCIARY, NAME, TEST, | 12/04/2003 | 02/03/2004 | AGW | | | 1 | |
| CASE, NAME, TEST, 7701983402-GA | CGA | FIDUCIARY, NAME, TEST, | 12/02/2002 | 02/17/2004 | AGW | 02/03/2004 | NOT | 3 | |
| CASE, NAME, TEST, 9502334901-LG | LGM | FIDUCIARY, NAME, TEST, | 10/04/1995 | 02/27/2004 | AGM | 12/14/2004 | NOT | 62 | |
| CASE, NAME, TEST, 9512341701-GA | GDA | FIDUCIARY, NAME, TEST, | 10/09/1995 | 11/05/2003 | AGW | 12/14/2004 | NOT | 58 | |

DATED: _____

PROBATE JUDGE

NOTE: THESE REPORTS ARE DUE JANUARY 1ST AND JULY 1ST OF EACH YEAR.

SEND TO: BRUCE KILMER, REGION ADMIN.
 SCAO REGION 3 ADMINISTRATOR
 204 COURT STREET
 MT. PLEASANT MI 48858

Delinquent Fiduciary List & Delinquent Fiduciary Report

Running the Report:

Enter 14 in the report selection field and press <Enter>. The system will return the following screen.

```
S2
Court ID : P 19 BETTY      Delinquent Fiduciary List

Enter Report Date:                503 2005
                                   MMDD CCYY

Create Non-Compliance Report (Y/N): N

NOTE: ENTER Y TO CREATE THE SEMIANNUAL REPORT WHEN RUNNING FOR
      DECEMBER, JANUARY, JUNE, JULY. ENTER N ALL OTHER MONTHS.
      -----

Nxt Tran P RPT Type PRO Case# 05000125 Rec nbr 11
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
F8=Civil F9=Name Inq. F14=Dkt. Inq F16=Inv. Cal
```

To create the Non-Compliance Report for submission to SCAO (on January 1st and July 1st each year), enter the report date and enter “Y” in the Create Non-Compliance Report field and press <Enter>. Both the Delinquent Fiduciary List and The Delinquent Fiduciary Report (the Non-Compliance Report) will generate.

Otherwise, enter the report date and enter “N” in the Create Non-Compliance Report field and press <Enter>. Only the Delinquent Fiduciary List will generate.

The following pages are an example of the Delinquent Fiduciary List, which is the Court’s working list of delinquent fiduciaries. This report is a list of case names, case numbers, fiduciary names, and due dates. It does not indicate the nature of the deficiency or the days of non-compliance, and should **not** be submitted to SCAO.

PAGE : 1

P19
DELINQFD
JUDGE

DELINQUENT FIDUCIARY LIST
COUNTY PROBATE COURT
COURTHOUSE, 100 MAIN STREET
ANYTOWN MI 48909

RUN DATE: 02/28/2005
RPT DATE: 01/31/2005
CONTACT : BETTY WIGGINS
PHONE # : (888) 339/1547

| CASE NAME CASE NUMBER | TYPE | FIDUCIARY | QUALIFY | DUE DATE | PARTY | ACT | COURT | ACT | ATTORNEY |
|---------------------------------------|------|--------------------------|------------|------------|------------|-----|------------|-----|-----------|
| CASE, NAME, TEST, 0302546202-CA | CCA | FIDUCIARY, NAME, TEST, | 12/18/2003 | 12/18/2003 | | | | | MISSAD |
| CASE, NAME, TEST, 0302547102-CY | CCM | FIDUCIARY, NAME, TEST, | 12/17/2003 | 12/17/2003 | | | | | |
| CASE, NAME, TEST, 0402574701-CA | SPF | FIDUCIARY, NAME, TEST, | 10/11/2004 | 10/11/2004 | | | | | |
| CASE, NAME, TEST, 0402577101-DD | ADA | FIDUCIARY, NAME, TEST, | 12/01/2004 | 12/01/2004 | | | | | |
| CASE, NAME, TEST, 0402578101-CY | CVM | FIDUCIARY, NAME, TEST, | 12/02/2004 | 12/02/2004 | | | | | STAPLETON |
| CASE, NAME, TEST, 0102484301-DA | SPI | FIDUCIARY, NAME, TEST, | 10/22/2001 | 10/22/2001 | 01/03/2005 | NCD | 12/15/2004 | EXT | |
| CASE, NAME, TEST, 0402580101-CA | CVA | FIDUCIARY, NAME, TEST, | 12/04/2002 | 12/04/2002 | 03/12/2004 | ACC | | | VILLET |
| CASE, NAME, TEST, 9902433502-CY | CVM | FIDUCIARY, NAME, TEST, | 10/02/2000 | 10/02/2000 | 02/13/2004 | ACC | 12/10/2004 | NOT | |
| GUARDIANSHIP, MINOR, 0002444002-GM | CGM | GUARDIANSHIP, GUARDIANS, | 12/02/2002 | 12/02/2002 | 02/17/2004 | AGM | 02/03/2004 | NOT | |
| CASE, NAME, TEST, 0202507001-GM | GDM | FIDUCIARY, NAME, TEST, | 09/25/2002 | 09/25/2002 | 08/05/2003 | AGM | 12/14/2004 | NOT | |
| CASE, NAME, TEST, 0402580001-GA | GDA | FIDUCIARY, NAME, TEST, | 12/04/2002 | 12/04/2003 | 02/03/2004 | AGW | | | VILLET |
| CASE, NAME, TEST, 7701983402-GA | CGA | FIDUCIARY, NAME, TEST, | 12/02/2002 | 12/02/2002 | 02/17/2004 | AGW | 02/03/2004 | NOT | |
| CASE, NAME, TEST, 9502334901-LG | LGM | FIDUCIARY, NAME, TEST, | 07/07/1995 | 10/04/1995 | 02/27/2004 | AGM | 12/14/2004 | NOT | SIVER |
| CASE, NAME, TEST, 9512341701-GA | GDA | FIDUCIARY, NAME, TEST, | 10/09/1995 | 10/09/1995 | 11/05/2003 | AGW | 12/14/2004 | NOT | |
| CASE, NAME, TEST, 0102476102-DE | IPT | FIDUCIARY, NAME, TEST, | 10/22/2003 | 10/22/2003 | | | | | |
| CASE, NAME, TEST, 0202494602-DE | SIT | FIDUCIARY, NAME, TEST, | 11/25/2003 | 11/25/2003 | | | | | |
| CASE, NAME, TEST, 0202507901-DE | IPI | FIDUCIARY, NAME, TEST, | 09/03/2002 | 09/03/2002 | 01/21/2004 | NCD | 10/20/2004 | NOT | |

P19

DELINQFD

JUDGE

DELINQUENT FIDUCIARY LIST

COUNTY PROBATE COURT

COURTHOUSE, 100 MAIN STREET

ANYTOWN MI 48909

RUN DATE: 02/28/2005

RPT DATE: 01/31/2005

CONTACT : BETTY WIGGINS

PHONE # : (888) 339/1547

PAGE : 2

| CASE NAME | CASE NUMBER | TYPE | FIDUCIARY | QUALIFY | DUE DATE | PARTY | ACT | COURT | ACT | ATTORNEY |
|-------------------|---------------|------|------------------------|------------|------------|------------|-----|------------|-----|----------|
| CASE, NAME, TEST, | 0202508001-DE | IPT | FIDUCIARY, NAME, TEST, | 09/04/2002 | 09/04/2002 | 05/25/2004 | IFP | 11/08/2004 | EXT | |
| CASE, NAME, TEST, | 0302533901-DA | SPT | FIDUCIARY, NAME, TEST, | 07/22/2003 | 07/22/2003 | 12/17/2004 | ACC | 11/01/2004 | EXT | |
| CASE, NAME, TEST, | 0302538601-DE | IPT | FIDUCIARY, NAME, TEST, | 08/26/2003 | 08/26/2003 | 12/27/2004 | IFP | 11/08/2004 | EXT | |
| CASE, NAME, TEST, | 0302544101-DE | FAT | FIDUCIARY, NAME, TEST, | 11/10/2003 | 11/10/2003 | 09/09/2004 | INV | 12/13/2004 | NOT | |
| CASE, NAME, TEST, | 0302549601-DE | IPI | FIDUCIARY, NAME, TEST, | 12/30/2003 | 12/30/2003 | 12/30/2003 | INV | | | |
| CASE, NAME, TEST, | 0102476102-DE | IPT | FIDUCIARY, NAME, TEST, | 10/22/2003 | 10/22/2003 | | | | | |
| CASE, NAME, TEST, | 0102476102-DE | IPT | FIDUCIARY, NAME, TEST, | 10/22/2003 | 10/22/2003 | | | | | |
| CASE, NAME, TEST, | 0302533501-DE | IPT | FIDUCIARY, NAME, TEST, | 06/26/2003 | 06/26/2003 | 01/10/2005 | FAC | 07/27/2004 | NOT | |
| CASE, NAME, TEST, | 0302544101-DE | FAT | FIDUCIARY, NAME, TEST, | 11/10/2003 | 11/10/2003 | 09/09/2004 | INV | 12/13/2004 | NOT | |
| CASE, NAME, TEST, | 0302546601-DE | IPT | FIDUCIARY, NAME, TEST, | 11/25/2003 | 11/25/2003 | 11/25/2003 | INV | 12/14/2004 | NCE | |
| CASE, NAME, TEST, | 0402554702-DE | SIT | FIDUCIARY, NAME, TEST, | 09/01/2004 | 09/01/2004 | | | | | |

** 28 DELINQUENT FIDUCIARIES **

Non-Delinquent Fiduciary Report (Non-Compliance Report)

This report must be filed with the office of the State Court Administrator c/o Regional Administrator, on the first business day of January and July each year.

There are five parts to this report:

1. Delinquent Inventories
2. Delinquent Accounts
3. Delinquent Reports
4. Delinquent Case Closings
5. Other Noncompliance

The following programming specifications apply to these sections:

Delinquent Inventories

Estates: For DA case type and all party types except "special" pr types (include SPF, however). When the qualification date of the First Full Personal Representative + 91 days falls before the date parm, and INV-Inventory party action has not been filed by any party on the case at any time, and a 28-day NOT - Notice or EXT/EX2- Extension is not pending, add to delinquent fiduciary list.

All other probate matters: When the qualification date of the each individual fiduciary + 56 days falls before the date parm, and INV-Inventory party action has not been filed by any party on the case at any time, and a 28-day NOT - Notice or EXT/EX2- Extension is not pending, add to delinquent fiduciary list.

Delinquent Accounts

Estates: For DA case type and all party types. When the anniversary of the qualification date of each individual party on the case + 56 days falls before the date parm, and ACC, FAC, FWO party action has not been filed within 56 days prior to the date parm, and a 28-day NOT - Notice or EXT/EX2 - Extension is not pending, add this party to the Delinquent Fiduciary List.

All other probate matters: When the anniversary of the qualification date of each individual fiduciary on the case + 56 days falls before the report date, and ACC, FAC, FWO party action has not been filed within 56 days prior to the report date, and a 28-day NOT - Notice or EXT/EX2 - Extension is not pending, add this party to the Delinquent Fiduciary List.

Delinquent Reports

Then the anniversary of the qualification date of each individual fiduciary on the case + 56 days falls before the report date and RPT, AGW, CDP and AGM party action has not been filed within 56 days prior to the report date and a 28-day NOT - Notice or EXT/EX2 - Extension is not pending, add this party to the Delinquent Fiduciary List..

Delinquent Case Closings

For DE/DA case types and all party types except NPR, IRN. When the anniversary of the Original Personal Representatives qualification date + 28 days falls before the report date, and notice of continued administration documents have not been filed by any party on the case within 56 days prior to the date parm, and the 63-day court action NCE -Notice of Intent to Close is not pending, add to delinquent fiduciary list.

Party Actions that will satisfy the Continued Administration Documents are as follows:

- a. NCD - Notice of Continued Administration
- b. SST - Sworn Statement
- c. PCS - Petition for complete estate settlement
- d. PAC - Petition for adjudication of testacy and complete estate settlement
- e. PSO - Petition for settlement order

Other Noncompliance

DDP 5 Year Expiration: When the anniversary of the qualification date of each individual fiduciary on the case + 1825 days (5Years) falls before the report date and a 28-day NOT -Notice or EXT/EX2 - Extension is not pending, add this party to the Delinquent Fiduciary List.

Inventory Fee Calculation Due: For DE/DA case types and all party types except, NPR, IRN, and "special" pr types (include SPF however). When the qualification date of the First Full Personal Representative + 91 days falls before the report date and Inventory Calculation has not been met by any party on the case, and a 28-day NOT - Notice or EXT/EX2 - Extension is not pending, add to delinquent fiduciary list.

Party Actions that will satisfy the Inventory Calculation are as follows:

- a. IFC - Inventory Fee Calculation
- b. INV - Inventory
- c. IFP - Inventory Fee Paid

Inventory Fee Payment Due: For DE/DA case types and all party types except NPR, IRN, and "special" pr types (include SPF however). When the qualification date of the First Full Personal Representative + 365 days falls before the date parm, and IFP - Inventory Fee Paid party action has not been filed by any party on the case at any time, and a 28-day NOT-Notice or EXT/EX2 - Extension is not pending, add to delinquent fiduciary list.

P19
DELINQFDP
JUDGE

DELINQUENT FIDUCIARY REPORT
COUNTY PROBATE COURT
COURTHOUSE, 100 MAIN STREET
ANYTOWN MI 48909

RUN DATE: 02/28/2005
RPT DATE: 01/31/2005
CONTACT : BETTY WIGGINS
PHONE # : (888) 339/1547

PAGE : 1

LIST ALL ESTATE FILES UNDER SUPERVISED ADMINISTRATION IN WHICH THE PERSONAL REPRESENTATIVE HAS NOT FILED AN INVENTORY OF THE ESTATE WITHIN 91 DAYS AFTER THE LETTERS OF AUTHORITY WERE ISSUED AND WHERE THE INVENTORY REMAINS UNFILED AT THE TIME OF THIS REPORT. LIST ALL GUARDIANSHIP AND CONSERVATORSHIP FILES IN WHICH THE FIDUCIARY HAS NOT FILED AN INVENTORY OF THE ESTATE WITHIN 56 DAYS AFTER THE LETTERS OF AUTHORITY WERE ISSUED OR AS OTHERWISE ORDERED BY THE COURT AND WHERE THE INVENTORY REMAINS UNFILED AT THE TIME OF THIS REPORT.

DELINQUENT INVENTORIES

| CASE NAME | PARTY | FRST FULL/ | LATEST FIDUCIARY | LATEST | COURT | DAYS OF | FOLLOW-UP ACTION |
|------------------------------------|-------|------------------------|------------------|--------|-------|----------------|------------------|
| CASE NUMBER | TYPE | FID | QUAL | DATE | KEY | NON-COMPLIANCE | OR EXPLANATION |
| CASE, NAME, TEST, 0302546202-CA | CCA | FIDUCIARY, NAME, TEST, | 12/18/2003 | | | 353 | |
| CASE, NAME, TEST, 0302547102-CY | CCM | FIDUCIARY, NAME, TEST, | 12/17/2003 | | | 354 | |
| CASE, NAME, TEST, 0402574701-CA | SPF | FIDUCIARY, NAME, TEST, | 10/11/2004 | | | 55 | |
| CASE, NAME, TEST, 0402577101-DD | ADA | FIDUCIARY, NAME, TEST, | 12/01/2004 | | | 4 | |
| CASE, NAME, TEST, 0402578101-CY | CVM | FIDUCIARY, NAME, TEST, | 12/02/2004 | | | 3 | |

DATED: _____

PROBATE JUDGE

NOTE: THESE REPORTS ARE DUE JANUARY 1ST AND JULY 1ST OF EACH YEAR.

SEND TO: BRUCE KILMER, REGION ADMIN.
SCAO REGION 3 ADMINISTRATOR
204 COURT STREET
MT. PLEASANT MI 48858

P19
DELINQFD
JUDGE

DELINQUENT FIDUCIARY REPORT
COUNTY PROBATE COURT
COURTHOUSE, 100 MAIN STREET
ANYTOWN MI 48909

RUN DATE: 02/28/2005
RPT DATE: 01/31/2005
CONTACT : BETTY WIGGINS
PHONE # : (888) 339/1547

PAGE : 2

LIST ALL ESTATE FILES UNDER SUPERVISED ADMINISTRATION IN WHICH AN ACCOUNTING HAS NOT BEEN FILED BY THE PERSONAL REPRESENTATIVE WITHIN 56 DAYS AFTER THE CLOSE OF THE ACCOUNTING PERIOD. LIST ALL GUARDIANSHIP AND CONSERVATORSHIP FILES IN WHICH A REQUIRED ACCOUNTING HAS NOT BEEN FILED BY THE FIDUCIARY WITHIN 56 DAYS AFTER THE CLOSE OF THE ACCOUNTING PERIOD OR AFTER THE DATE OF DEATH OF THE WARD.

DELINQUENT ACCOUNTS

| CASE NUMBER | CASE NAME | PARTY TYPE | FIDUCIARY NAME | ANNIVERSARY ACCT. DATE | LATEST DATE | FIDUCIARY KEY | COURT KEY | DAYS OF NON-COMPLIANCE | FOLLOW-UP ACTION OR EXPLANATION |
|---------------|-------------------|------------|------------------------|------------------------|-------------|---------------|------------|------------------------|---------------------------------|
| 0102484301-DA | CASE, NAME, TEST, | SPI | FIDUCIARY, NAME, TEST, | 10/22/2001 | 01/03/2005 | NCD | 12/15/2004 | EXT | 45 |
| 0402580101-CA | CASE, NAME, TEST, | CVA | FIDUCIARY, NAME, TEST, | 12/04/2002 | 03/12/2004 | ACC | | | 1 |
| 9902433502-CY | CASE, NAME, TEST, | CVM | FIDUCIARY, NAME, TEST, | 10/02/2000 | 02/13/2004 | ACC | 12/10/2004 | NOT | 64 |

DATED: _____

PROBATE JUDGE

NOTE: THESE REPORTS ARE DUE JANUARY 1ST AND JULY 1ST OF EACH YEAR.

SEND TO: BRUCE KILMER, REGION ADMIN.
SCAO REGION 3 ADMINISTRATOR
204 COURT STREET
MT. PLEASANT MI 48858

P19
DELINQFD
JUDGE

DELINQUENT FIDUCIARY REPORT
COUNTY PROBATE COURT
COURTHOUSE, 100 MAIN STREET
ANYTOWN MI 48909

RUN DATE: 02/28/2005
RPT DATE: 01/31/2005
CONTACT : BETTY WIGGINS
PHONE # : (888) 339/1547

PAGE : 3

LIST ALL ESTATE FILES IN WHICH EXCEPT IN INDEPENDENT PROBATE PROCEEDINGS, THERE EXISTS AT THE TIME OF THIS REPORT A PERIOD OF 14 MONTHS FOR WHICH NO REPORT HAS BEEN FILED BY THE FIDUCIARY AS REQUIRED BY MCR 5.409.

DELINQUENT REPORTS

| CASE NAME | PARTY | TYPE | FIDUCIARY NAME | ANNIVERSARY | LATEST FIDUCIARY | LATEST | COURT | DAYS OF | FOLLOW-UP ACTION |
|----------------------|-------|------|--------------------------|-------------|------------------|------------|-------|----------------|------------------|
| CASE NUMBER | | | | ACCT. DATE | DATE | DATE | KEY | NON-COMPLIANCE | OR EXPLANATION |
| GUARDIANSHIP, MINOR, | | | | | | | | | |
| 0002444002-GM | CGM | | GUARDIANSHIP, GUARDIANS, | 12/02/2002 | 02/17/2004 | 02/03/2004 | NOT | 3 | |
| CASE, NAME, TEST, | | | | | | | | | |
| 0202507001-GM | GDM | | FIDUCIARY, NAME, TEST, | 09/25/2002 | 08/05/2003 | 12/14/2004 | NOT | 437 | |
| CASE, NAME, TEST, | | | | | | | | | |
| 0402580001-GA | GDA | | FIDUCIARY, NAME, TEST, | 12/04/2003 | 02/03/2004 | | | 1 | |
| CASE, NAME, TEST, | | | | | | | | | |
| 7701983402-GA | CGA | | FIDUCIARY, NAME, TEST, | 12/02/2002 | 02/17/2004 | 02/03/2004 | NOT | 3 | |
| CASE, NAME, TEST, | | | | | | | | | |
| 9502334901-LG | LGM | | FIDUCIARY, NAME, TEST, | 10/04/1995 | 02/27/2004 | 12/14/2004 | NOT | 62 | |
| CASE, NAME, TEST, | | | | | | | | | |
| 9512341701-GA | GDA | | FIDUCIARY, NAME, TEST, | 10/09/1995 | 11/05/2003 | 12/14/2004 | NOT | 58 | |

DATED: _____

PROBATE JUDGE

NOTE: THESE REPORTS ARE DUE JANUARY 1ST AND JULY 1ST OF EACH YEAR.

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SCAO REGION 3 ADMINISTRATOR
204 COURT STREET
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 DELINQUENT FIDUCIARY REPORT
 COUNTY PROBATE COURT
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 CONTACT : BETTY WIGGINS
 PHONE # : (888) 339/1547
 PAGE : 4

DELINQUENT CASE CLOSINGS

LIST ALL ESTATE CASES IN WHICH 28 DAYS HAVE ELAPSED SINCE THE ANNIVERSARY OF THE ORIGINAL APPOINTMENT OF A PERSONAL REPRESENTATIVE AND EITHER OF THE FOLLOWING HAS NOT BEEN FILED: 1) A PETITION FOR AN ORDER OF COMPLETE ESTATE SETTLEMENT UNDER MCL700.3952; 2) A PETITION FOR A SETTLEMENT ORDER UNDER MCL700.3953; 3) A SWORN STATEMENT UNDER MCL700.3954; OR 4) A DETAILED STATEMENT OF THE ESTATE'S CONTINUING PENDENCY AND REASONS FOR THE DELAY IN ITS CLOSING AND DISTRIBUTION.

| CASE NAME CASE NUMBER | PARTY TYPE | PERSONAL REPRESENTATIVE NAME | ORIGINAL PR APPOINTMENT DATE | LATEST FIDUCIARY DATE | LATEST DATE | COURT KEY | DAYS OF NON-COMPLIANCE | FOLLOW-UP ACTION OR EXPLANATION |
|----------------------------------|---------------|---------------------------------|---------------------------------|--------------------------|----------------|--------------|---------------------------|------------------------------------|
| CASE,NAME,TEST, 0102476102-DE | IPT | FIDUCIARY,NAME,TEST, | 10/22/2003 | | | | 73 | |
| CASE,NAME,TEST, 0202494602-DE | SIT | FIDUCIARY,NAME,TEST, | 03/14/2002 | | | | 295 | |
| CASE,NAME,TEST, 0202507901-DE | IPI | FIDUCIARY,NAME,TEST, | 09/03/2002 | 01/21/2004 | NCD | 10/20/2004 | NOT | 122 |
| CASE,NAME,TEST, 0202508001-DE | IPT | FIDUCIARY,NAME,TEST, | 09/04/2002 | 05/25/2004 | IFP | 11/08/2004 | EXT | 121 |
| CASE,NAME,TEST, 0302533901-DA | SPT | FIDUCIARY,NAME,TEST, | 07/22/2003 | 12/17/2004 | ACC | 11/01/2004 | EXT | 165 |
| CASE,NAME,TEST, 0302538601-DE | IPT | FIDUCIARY,NAME,TEST, | 08/26/2003 | 12/27/2004 | IFP | 11/08/2004 | EXT | 130 |
| CASE,NAME,TEST, 0302544101-DE | FAT | FIDUCIARY,NAME,TEST, | 11/10/2003 | 09/09/2004 | INV | 12/13/2004 | NOT | 54 |
| CASE,NAME,TEST, 0302549601-DE | IPI | FIDUCIARY,NAME,TEST, | 12/30/2003 | 12/30/2003 | INV | | | 4 |

DATED: _____

PROBATE JUDGE

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 SCAO REGION 3 ADMINISTRATOR
 204 COURT STREET
 MT. PLEASANT MI 48858

P19
DELINQFD
JUDGE

DELINQUENT FIDUCIARY REPORT
COUNTY PROBATE COURT
COURTHOUSE, 100 MAIN STREET
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RUN DATE: 02/28/2005
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PHONE # : (888) 339/1547

PAGE : 5

OTHER NON-COMPLIANCE

LIST ALL CASES IN WHICH THERE HAS BEEN ANY INSTANCE OF OTHER NONCOMPLIANCE WITH THE REQUIREMENTS OF MICHIGAN COURT RULES OR MICHIGAN COMPILED LAWS WHICH REMAIN UNCORRECTED AT THE TIME OF THIS REPORT.

| CASE NAME | PARTY | FIDUCIARY NAME | ACCT DT OR FF PR QUAL | LATEST FIDUCIARY DATE | COURT KEY | DAYS OF NON-COMPLIANCE | FOLLOW-UP ACTION OR EXPLANATION |
|----------------------------------|-------|----------------------|--------------------------|--------------------------|--------------|---------------------------|------------------------------------|
| CASE,NAME,TEST, 0102476102-DE | IPT | FIDUCIARY,NAME,TEST, | 10/22/2003 | | | 376 | INV FEE CALC DUE |
| CASE,NAME,TEST, 0102476102-DE | IPT | FIDUCIARY,NAME,TEST, | 10/22/2003 | | | 102 | INV FEE PMT DUE |
| CASE,NAME,TEST, 0302533501-DE | IPT | FIDUCIARY,NAME,TEST, | 06/26/2003 | 01/10/2005 | FAC | 220 | INV FEE PMT DUE |
| CASE,NAME,TEST, 0302544101-DE | FAT | FIDUCIARY,NAME,TEST, | 11/10/2003 | 09/09/2004 | INV | 83 | INV FEE PMT DUE |
| CASE,NAME,TEST, 0302546601-DE | IPT | FIDUCIARY,NAME,TEST, | 11/25/2003 | 11/25/2003 | INV | 68 | INV FEE PMT DUE |
| CASE,NAME,TEST, 0402554702-DE | SIT | FIDUCIARY,NAME,TEST, | 03/18/2004 | | | 228 | INV FEE CALC DUE |

DATED: _____

PROBATE JUDGE

NOTE: THESE REPORTS ARE DUE JANUARY 1ST AND JULY 1ST OF EACH YEAR.


SEND TO: BRUCE KILMER, REGION ADMIN.
SCAO REGION 3 ADMINISTRATOR
204 COURT STREET
MT. PLEASANT MI 48858

Juvenile


Criminal History Reporting

You may have received a letter from Diane Sherman, Director of the Criminal Justice Information Center at Michigan State Police (below), regarding the moratorium on the submission of paper data effective September 2006.

All JIS courts now have the ability to submit CHR electronically. If you are not already doing so, we encourage you to begin as soon as possible. Feel free to contact us with any questions or problems.


JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
EAST LANSING


COL. TADARIAL J. STURDIVANT
DIRECTOR

March 2005

Dear Law Enforcement Official:

This letter is to further update you on our joint efforts to improve the Criminal History Record (CHR). As stated earlier, it is our goal to make quality information available to you in as timely a manner as possible. Electronic submission of arrest, charge, and court disposition data is the only way to reach this end. In support of this initiative the Criminal Justice Information Systems Policy Council approved a moratorium on the submission of paper data effective September 2006. Prior to this date, all fingerprint arrest cards, charge data, and court dispositions must be submitted electronically.

Law enforcement, prosecuting attorney and court personnel are encouraged to meet as a team within your county to discuss options and plan how this will be done. The flow of information between the various entities, how the data must link electronically, and the location of livescan devices within the county must be determined. Processes must be developed not only for felony arrests but for misdemeanors and juveniles as well. Some grant funding is available but a plan must be in place. In addition, the purchase of a livescan device is an eligible item under Homeland Security funding if this functionality is part of your homeland security plan.


To assist you in this automation effort, the Criminal Justice Information Center (CJIC) is offering the following:

- County-wide meeting facilitation. If you would like help conducting a meeting as described above, contact Mr. Benny Cheung, Criminal History Automation Project manager, at (517) 636-0118 or cheungb@michigan.gov. Several of these meetings have already been held with great success.
- Criminal history automation conference. Conferences will be held on May 11, 2005, in Lansing, and on May 26, 2005 in Gaylord, to provide more information on this initiative. Watch for a postcard providing registration information and more details.
- Visit our web site at www.michigan.gov/cjic to find additional information about the conferences as well as some model CHR reporting processes that can be tweaked to fit your unique needs.

The moratorium on paper submissions also pertains to applicant fingerprints. To assist you in this area CJIC has contracted with two private vendors, Promissor and Identix, to provide this service statewide. Currently these companies are working toward achieving connectivity with the state system and should be operational in a few months. These vendors will provide a full applicant printing service. All you need to do is direct your applicant traffic to the web site or toll free number allowing them to make an appointment at the printing location nearest them. This information will be made available soon. I encourage you to use this efficient service that will free both your staff and mine to concentrate on the urgent need to improve our criminal records and meet the moratorium deadline. By using this service you eliminate the need for a separate livescan in a public-friendly environment, the need to do additional livescan programming, staff time performing fingerprinting for walk-in traffic, and the transfer of fees to the MSP.

For sheriffs, these vendors can also provide CCW fingerprinting. Since the law is specific in dealing with CCW licenses the sheriff must make specific arrangements to secure vendor services for this purpose. The attached information should be referenced. One document describes the high level procedures that can be used in offering this service, including contact telephone numbers of the vendors to discuss this further. The other document is a sample agreement you may use in negotiating and making arrangements with these vendors. If you have question on the applicant print process, call Mr. Bob Grounds at (517) 322-1038 or grounds@b@michigan.gov.

Sincerely,


DIANE SHERMAN, DIRECTOR
Criminal Justice Information Center

CRIMINAL JUSTICE INFORMATION CENTER • 7150 HARRIS DRIVE • LANSING, MICHIGAN 48913
www.michigan.gov/msp • (517) 322-5531

PJ Petition Screen

For Caseload Part 4 reporting, it is necessary to indicate whether PPO petitions are filed ex parte or not. We have added the field “Ex Parte” to the petition screen on PJ cases. Enter “Y” if the petition is filed ex parte, and enter “N” if it is not.

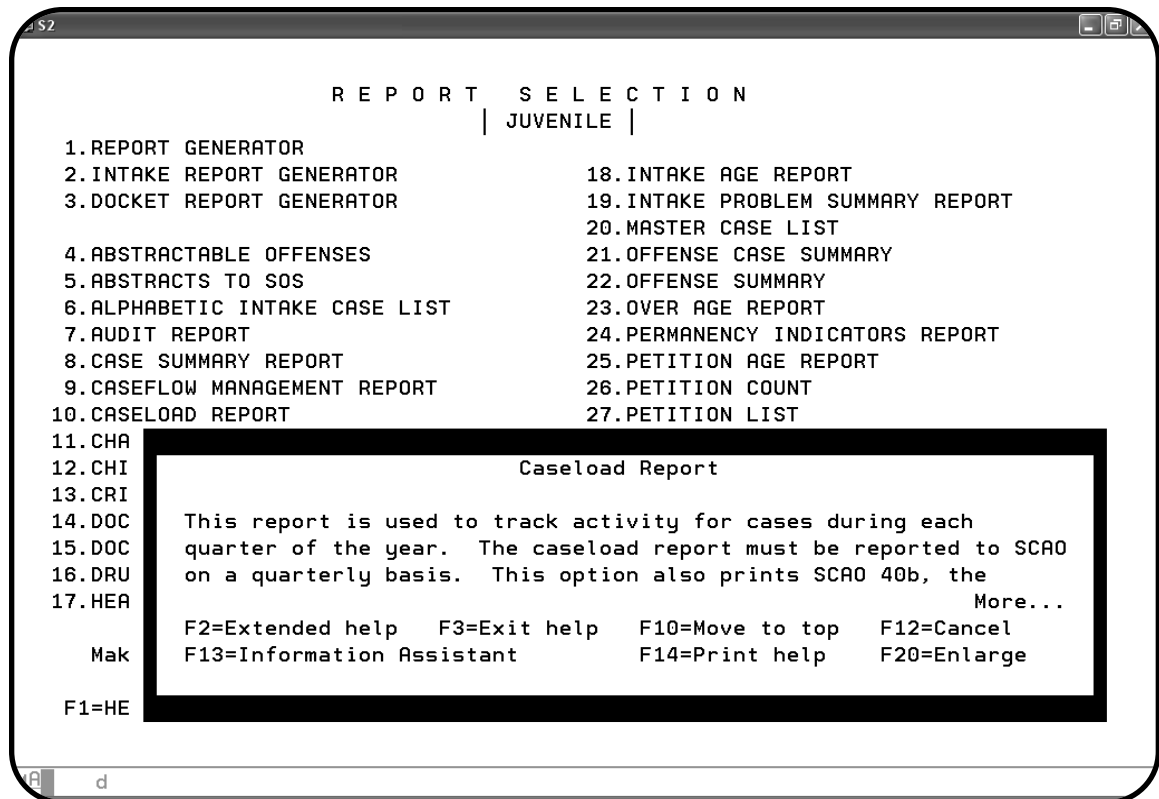
```
S2
```

```
Petition ADD Case# 05900004 _1 Petition# 00000002 Type PJ Filed 0401 2005  
Jurist 21169 Attorney _____ Type _ Worker _____ Public P Service Type _  
Name SUPINA Name _____ Name _____ SSN 000000000  
Name PERSONAL, PROTECTION, ORDER DOB _____ Gen _ Race _  
Petition Opened _____ Jurist _____ Adjud _____ Jurist _____ Code _____  
Petrn Authorized _____ Jurist _____ Paper Plate _  
Offense Date _____ Loc _____ Petitnr _____ CTN _____ Cmp _____  
Reopen Date _____ Ex Parte _  
ORIG/PACC ALCSI AMND/PACC ALCSI Dis Evt  
Comment Comment Attributes  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
_____  
More...  
Nxt Tran PET Type ADD Case# 05900004 _1 Petn# 00000002 Event# _____ Pty _____  
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System  
F8=Probate F9=Name Inq F14=Dkt.Inq F16=Inv.Cal
```

This field will be included on the petition screen for all new and existing PJ matters once the Spring 2005 Release is applied to your system.

Report Selection Screen Help Text

F1 Help Text has been added to the report selection screen. Place your cursor on the name of any report listed, and press F1. A brief explanation of the report will be presented in an insert box. We used Report #10, Caseload Report, in this example:



This feature will be available once the Spring 2005 Release is applied to your system.

CASELOAD REPORT

The Caseload report is used to track activity for cases during each quarter of the year.

The caseload report consists of several different sections. The following is an explanation of terms and data entry instructions for the report.

Explanation of Terms:

Beginning Pending

Beginning pending numbers will appear on each quarterly report, but will only be transmitted to SCAO in the first quarter caseload report. Pending refers to pending disposition. If the adjudication (disposition) date is filled in and the date is before the report begin date, the case is **NOT** pending and will not show up on the report.

New Petitions

The filing date is determined by evaluating the dates on the petition/traffic screen.

Reopened Petitions

If the reopen date on the petition/traffic screen is within the reporting period the petition will be counted as reopened.

Disposed

Dispositions are entered on the petition/traffic screen in the adjudication date/code field unless otherwise noted.

Explanation of the Report:

PART 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS

SECTION E: JUVENILE

| | | ① | ② | ③ | ④ |
|------|---------------------|----|----|----|----|
| Line | CASE TYPE | DJ | DL | PJ | TL |
| 1 | Beginning Pending** | | | | |
| 2 | New Petitions | | | | |
| 3 | Reopened | | | | |

Part 1, Section E, Line 1, Columns 1-4

Petitions containing an opened date prior to the report begin date and a blank adjudication date, or an adjudication date later than the report begin date.

Part 1, Section E, Line 2, Columns 1-4

Petitions containing an opened date within the reporting period.

Part 1, Section E, Line 3, Columns 1-4

Petitions containing a reopen date within the reporting period.

SECTION F: CHILD PROTECTIVE

| | | ① | ② |
|------|---------------------|----|----------|
| Line | CASE TYPE | NA | Children |
| 1 | Beginning Pending** | | |
| 2 | New Petitions | | |
| 3 | Reopened | | |

Part 1, Section F, Line 1, Columns 1-2

Petitions containing an opened date prior to the report begin date and a blank adjudication date, or an adjudication date later than the report begin date. Column ① reports the number of petitions; column ② reports the total number of Children involved in those petitions.

Part 1, Section F, Line 2, Columns 1-2

Petitions containing an opened date within the reporting period.

Part 1, Section F, Line 3, Columns 1-2

Petitions containing a reopen date within the reporting period.

SECTION F: CHILD PROTECTIVE

① ②

| Line | CASE TYPE | NA | Children |
|------|---|----|----------|
| 4 | Termination Petition (Original.Amended) | | |
| 5 | Termination Petition (Supplemental) | | |
| 6 | Supplemental Petitions | | |

Part 1, Section F, Line 4, Columns 1-2

Event of PTT during the report period. Column ① reports the number of PTT events; column ② reports the total number of Children involved in those PTT events.

Part 1, Section F, Line 5, Columns 1-2

Event of PTP during the report period. Column ① reports the number of PTP events; column ② reports the total number of Children involved in those PTP events.

Part 1, Section F, Line 6, Columns 1-2

Event of SPN during the report period. Column ① reports the number of SPN events; column ② reports the total number of Children involved in those SPN events.

| Line | CASE TYPE | NA |
|------|---|----|
| 7 | Number of Children in Line 2 who have had prior court jurisdiction under child protective proceedings | |

Part 1, Section F, Line 7

Each child whose case has been reopened, and there is an event with the Status of TWC, TWS, TWA, PWC, PWS, or PWA, on a prior petition.

PART 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS**SECTION G: ADOPTIONS**

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ | ⑨ | ⑩ | |
|------|-------------------------------|----|----|----|----|----|----|----|----|----|----|----|
| Line | CASE TYPE | AB | AC | AD | AF | AG | AM | AN | AO | AY | RB | RL |
| 1 | Beginning Pending Petitions** | | | | | | | | | | | |
| 2 | New Filings | | | | | | | | | | | |
| 3 | Reopened Cases | | | | | | | | | | | |
| 4 | Releases Executed | | | | | | | | | | | |

Part 1, Section G, Line 1, Columns 1-9

Case headers containing a file date prior to the report begin date and a blank disposition date, or a disposition date later than the report begin date.

Part 1, Section G, Line 2, Columns 1-9

Case headers containing a file date within the reporting period.

Part 1, Section G, Line 3, Columns 1-9

Case headers containing a reopen date within the reporting period.

Part 1, Section G, Line 4, Columns 10 & 11

Case headers containing a file date within the reporting period **and** a disposition of AFN or RLE during the report period.

SECTION G: OTHER MATTERS

①

| Line | OTHER MATTERS | |
|------|---|--|
| 5 | Petitions for Confidential Intermediary | |
| 6 | Requests for Release of Information | |

Part 1, Section G, Line 5, Column 1

An event of ACI dated within the report period on any adoption case type.

Part 1, Section G, Line 6, Column 1

An event of ADI or ADN dated within the report period on any adoption case type.

PART 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES

SECTION E: JUVENILE

| DL | CASE TYPE | DL | TL |
|----|--------------------------|--------------------|----|
| 1 | Jury Verdict | JUR | |
| 2 | Bench Verdict | BT | |
| 3 | Admission/No Contest | AAL, PNC, GLT, CCJ | |
| 4 | Prosecutor Waiver | 5DA | |
| 5 | Traditional Waiver | WCR | |
| 6 | Nolle Prosequi | NOL | |
| 7 | Dismissed by Court | PDM, CDM, CSD | |
| 8 | Consent Calendar | CCP | |
| 9 | Transferred | WAI, CHV, TTC | |
| 10 | Diversion/Not Authorized | DVT, NAP | |
| 11 | Designation Granted | DGT | |
| 12 | Inactive Status | FAC | |
| 13 | Not Charged | NCG | |
| 14 | Case Type Change | | |

NOTE: The disposition code must be entered in the Adjudication Code field on the Petition/Traffic screen, and the Adjudication Date must fall within the report period for the disposition to be counted in this section.

| DL | CASE TYPE | DJ |
|----|--------------------|--------------------|
| 15 | Jury Verdict | JUR |
| 16 | Bench Verdict | BT |
| 17 | Guilty Plea | AAL, PNC, GLT, CCJ |
| 18 | Nolle Prosequi | NOL |
| 19 | Dismissed by Court | PDM, CDM, CSD |
| 20 | Inactive Status | FAC |
| 21 | Not Authorized | NAP |

| DL | JUVENILES IN THE SYSTEM | DL/TL/DJ |
|----|--|--|
| 22 | Court Supervision | Legal Status not Blank, TWS, PWS, or SSN |
| 23 | FIA Supervision | Legal Status of TWS, PWS, or SSN |
| 24 | DCJ Supervision (in Wayne County only) | |
| 25 | Pending Adjudication | Legal Status is blank and petition adjudication is blank |

| Line | CASE TYPE | PJ |
|------|--------------------------------|---------------|
| 26 | Orders Issued Ex Parte | OEP |
| 27 | Orders Issued After Hearing | OAH |
| 28 | Transferred | WAI, CHV, TTC |
| 29 | Dismissed/Denied Ex Parte | DEP |
| 30 | Dismissed/Denied After Hearing | DAH |
| 31 | Dismissed by Petitioner | DMP |
| 32 | Orders Rescinded | RPO/OEP, OAH |
| 33 | Orders Issued After Denial | ODP/DEP |

Line 31: An RPO event dated on or before the adjudication date must exist for the petition, and the petition must be adjudicated with OEP or OAH to be counted on this line.

Line 32: An event of ODP dated on or before the adjudication date must exist for that petition, and the petition must be adjudicated with DEP to be counted on this line.

SECTION F: CHILD PROTECTIVE

| Line | CASE TYPE | NA |
|------|----------------------|--------------------|
| 1 | Jury Verdict | JUR |
| 2 | Bench Verdict | BT |
| 3 | Admission/No Contest | AAL, PNC, GLT, CCJ |
| 4 | Dismissed/Withdrawn | PDM, CDM, CSD |
| 5 | Transferred | WAI, CHV, TTC |
| 6 | Not Authorized | NAP |

NOTE: The disposition code must be entered in the Adjudication Code field on the Petition screen, and the Adjudication Date must fall within the report period for the disposition to be counted in this section.

| Line | CHILDREN IN THE SYSTEM | NA |
|------|--------------------------------|--|
| 7 | Temporary Court Ward | Legal Status of TWC, TWS, or TWA |
| 8 | Temporary State Ward | Result of MCO |
| 9 | Permanent Ward (MCI and Court) | Legal Status of PWC, PWS, or PWA |
| 10 | Pending Adjudication | Legal Status is blank and petition adjudication is blank |

PART 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES**SECTION G: ADOPTIONS**

| Line | CASE TYPE | AB | AC | AD | AF | AG | AM | AN | AO | AY |
|------|-------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 | Finalized | AFN | AFN | AFN | AFN | AFN | AFN | AFN | AFN | AFN |
| 2 | Withdrawn by Petitioner | WDN | WDN | WDN | WDN | WDN | WDN | WDN | WDN | WDN |
| 3 | Dismissed by Court | DMC | DMC | DMC | DMC | DMC | DMC | DMC | DMC | DMC |
| 4 | Transferred | TFR | TFR | TFR | TFR | TFR | TFR | TFR | TFR | TFR |
| 5 | Rescission Granted | | | | | | | | | RCG |
| 6 | Rescission Denied | | | | | | | | | RCD |
| 7 | Case Type Change | TPC | TPC | TPC | TPC | TPC | TPC | TPC | TPC | TPC |

Part 2, Section G, Lines 1-7, Columns 1-9

The above disposition codes must be entered on the ADC (case screen) in the disposition field with a disposition date within the report period.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

In General:

Petitions with an Adjudication Code of FAC as of the report end date will be skipped.

Petitions with a blank Authorization Date, or an Authorization Date after the report end date, will be skipped.

Petitions disposed (see definition on the next page) prior to the report begin date will be skipped.

Determining Detained & In Placement:

A juvenile/child will be report as having been detained/in placement based upon their Custody on the date of either (1) if disposed, disposition as defined below, or (2) if pending, the report end date.

We will search for the existence of a PCN event:

If we find a PCN event with the Custody of ICU prior to the date of disposition (if disposed) or report end date (if pending), the juvenile/child will be reported as having been detained or in placement.

If we find no PCN event, or a PCN event with the Custody of NCU prior to the date of disposition (if disposed) or report end date (if pending), the juvenile/child will be reported as having been not detained or not in placement.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

Determining Pending vs. Disposed:

If a petition screen has an Authorization Date but no Adjudication Date/Code, we will count the number of days from the Authorization Date to the report end date and report the petition on the appropriate line as “pending.”

If a petition screen has an Authorization Date and an Adjudication Date and Code of AAL, PNC, GLT, or CCJ, the report will search for an Order of Disposition.

If no Order of Disposition event code is found, we will count the number of days from the petition Authorization Date to the report end date and report the petition on the appropriate line as “pending.”

If an Order of Disposition event code is found, we will count the number of days from the petition Authorization Date to the Order of Disposition date and report the petition on the appropriate line as “disposed.”

If a petition screen has an Authorization Date and an Adjudication Date and Code of JUR or BT, the report will look to the Charge Dispositions.

If all of the Charge Dispositions are AAD, DEI, DWO, DWP, EXP, FNG, PDN, or RPO, we will count the number of days between the Petition Authorization date and the Petition Adjudication Date and report the petition on the appropriate line as “disposed.”

If one or more of the Charge Dispositions are something other than those listed directly above, we will look for an Order of Disposition.

If no Order of Disposition event code is found, we will count the number of days from the petition Authorization Date to the report end date and report the petition on the appropriate line as “pending.”

If an Order of Disposition event code is found, we will count the number of days from the petition Authorization Date to the Order of Disposition date and report the petition on the appropriate line as “disposed.”

If a petition screen has an Authorization Date and an Adjudication Date and Code other than AAL, PNC, GLT, CCJ, JUR, or BT, we will count the number of days between the Petition Authorization date and the Petition Adjudication Date and report the petition on the appropriate line as “disposed.”

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE**SECTION E: JUVENILE**

| Line | CASE TYPE | DL |
|------|---|----|
| 1 | Disposed 0-84 Days - Juvenile Detained | |
| 2 | Disposed 85-98 Days - Juvenile Detained | |
| 3 | Disposed +98 Days - Juvenile Detained | |
| 4 | Pending 0-84 Days - Juvenile Detained | |
| 5 | Pending 85-98 Days - Juvenile Detained | |
| 6 | Pending +98 Days - Juvenile Detained | |
| 7 | Disposed 0-119 Days - Juvenile Not Detained | |
| 8 | Disposed 120-182 Days - Juvenile Not Detained | |
| 9 | Disposed 183-210 Days - Juvenile Not Detained | |
| 10 | Disposed +210 Days - Juvenile Not Detained | |
| 11 | Pending 0-119 Days - Juvenile Not Detained | |
| 12 | Pending 120-182 Days - Juvenile Not Detained | |
| 13 | Pending 183-210 Days - Juvenile Not Detained | |
| 14 | Pending +210 Days - Juvenile Not Detained | |

Part 4, Section E, Lines 1-14

Using the definitions of disposed, pending, and detained, above, we will count the number of days and report the petition on the appropriate line.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE**SECTION E: JUVENILE**

| Line | CASE TYPE | TL |
|------|----------------------|----|
| 15 | Disposed 0-63 Days | |
| 16 | Disposed 64-91 Day | |
| 17 | Disposed 92-126 Days | |
| 18 | Disposed +126 Days | |
| 19 | Pending 0-63 Days | |
| 20 | Pending 64-91 Day | |
| 21 | Pending 92-126 Days | |
| 22 | Pending +126 Days | |

Part 4, Section E, Lines 15-22

As with DL, if the petition screen has an Adjudication Code of FAC, the petition will be skipped.

To be counted in this section, the petition must have either (1) an event that has a hearing attribute, or (2) a payment date. Otherwise, the petition will be skipped.

If we find a hearing event or a payment, we will search for a disposition or payment date. If found we will count the number of days between the hearing event/payment and the disposition/payment and report the petition as disposed on the appropriate line. (A payment, being both a start date and an end date, will count as disposed in zero days.)

If we find a hearing event but do not find a disposition or payment, we will count the number of days from the hearing event to the report end date and report the petition as pending on the appropriate line.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE**SECTION E: JUVENILE**

| Line | CASE TYPE | DJ |
|------|----------------------|----|
| 23 | Disposed 0-154 Days | |
| 24 | Disposed 155-301 Day | |
| 25 | Disposed +301 Days | |
| 26 | Pending 0-154 Days | |
| 27 | Pending 155-301 Day | |
| 28 | Pending +301 Days | |

Part 4, Section E, Lines 23-28

As with DL petitions, we will skip petitions with a blank Authorization date, or an Authorization date after the report end date.

If an Authorization date is found, we will look for an Adjudication date.

If the Adjudication date is found, we will count the petition as disposed on the appropriate line.

If the Adjudication date is blank, we will count the petition as pending on the appropriate line.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE**SECTION E: JUVENILE**

| Line | CASE TYPE | PJ |
|------|----------------------|----|
| 29 | Disposed 0-1Day - EX | |
| 30 | Disposed +1 Day - EX | |
| 31 | Disposed 0-14 Days | |
| 32 | Disposed 15-21 Days | |
| 33 | Disposed +21 Days | |
| 34 | Pending 0-1Day - EX | |
| 35 | Pending +1 Day - EX | |
| 36 | Pending 0-14 Days | |
| 37 | Pending 15-21 Days | |
| 38 | Pending +21 Days | |

Part 4, Section E, Lines 29-38

For PJ cases, disposition will be determined by checking for an adjudication code/date. If one is found, the petition is counted as disposed. If the adjudication code/date is blank or after the report end date, it is considered pending.

If it is disposed, we will count the number of days between the Open date and the Adjudication date, and report the petition on the appropriate line.

If it is pending, we will count the number of days between the Open date and the report end date, and report the petition on the appropriate line.

If the Ex Parte field on the petition screen contains a "Y," we will report the petition as having been "filed ex parte."

If the Ex Parte field on the petition screen contains an "N," we will report the petition as having been "not filed ex parte."

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE**SECTION F: CHILD PROTECTIVE**

| Line | CASE TYPE | NA |
|------|--|----|
| 1 | Disposed 0-84 Days - Child in Placement | |
| 2 | Disposed 85-98 Days - Child in Placement | |
| 3 | Disposed +98 Days - Child in Placement | |
| 4 | Pending 0-84 Days - Child in Placement | |
| 5 | Pending 85-98 Days - Child in Placement | |
| 6 | Pending +98 Days - Child in Placement | |
| 7 | Disposed 0-119 Days - Child not in Placement | |
| 8 | Disposed 120-182 Days - Child not in Placement | |
| 9 | Disposed 183-210 Days - Child not in Placement | |
| 10 | Disposed +210 Days - Child not in Placement | |
| 11 | Pending 0-119 Days - Child not in Placement | |
| 12 | Pending 120-182 Days - Child not in Placement | |
| 13 | Pending 183-210 Days - Child not in Placement | |
| 14 | Pending +210 Days - Child not in Placement | |

Part 4, Section F, Lines 1-14

NOTE: Unlike Section E, we will be counting children rather than petitions.

Using the definitions listed at the beginning of this section for disposed, pending, and in placement, we will count the number of days and report the child on the appropriate line.

PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE (Continued)**SECTION G: ADOPTIONS**

| | | ① | ② | ③ | ④ | ⑤ | ⑥ | ⑦ | ⑧ | ⑨ |
|------|-----------------------|----|----|----|----|----|----|----|----|----|
| Line | CASE TYPE | AB | AC | AD | AF | AG | AM | AN | AO | AY |
| 1 | Disposed 0-287 Days | | | | | | | | | |
| 2 | Disposed 288-364 Days | | | | | | | | | |
| 3 | Disposed +364 Days | | | | | | | | | |
| 4 | Pending 0-287 Days | | | | | | | | | |
| 5 | Pending 288-364 Days | | | | | | | | | |
| 6 | Pending +364 Days | | | | | | | | | |

Part 4, Section G, Lines 1-3, Columns 1-9

We will count cases that have a disposition date on the ADC screen that falls within the period. We will calculate the number of days between the file date on the ADC screen and the disposition date on the ADC screen and report on the appropriate line.

Part 4, Section G, Lines 4-6, Columns 1-9

Cases that do **NOT** have a disposition date on the ADC screen as of the report end date. Calculate the number of days between the file date on the ADC screen and the report end date and report on the appropriate line.

①

| Line | CASE TYPE | AY |
|------|--------------------|----|
| 7 | Disposed 0-91 Days | |
| 8 | Disposed +91 Days | |
| 9 | Pending 0-91 Days | |
| 10 | Pending +91Days | |

NOTE: This section is for Petitions for Rescission ONLY. You must reopen the original AY case, and add the event of PFR (Petition for Rescission). Once it is disposed, enter the disposition the ADC screen.

Part 4, Section G, Lines 7-8, Column 1

Cases that have a disposition code of RCG (Rescission Granted) or RCD (Rescission Denied) with a disposition date during the report period. Calculate the number of days from the PFR (Petition for Rescission) event date and the disposition date on the ADC. Report on the appropriate line.

Part 4, Section G, Lines 9-10, Column 1

Cases that have an event of PFR and do **NOT** have a disposition date on the ADC screen as of the report end date. Calculate the number of days between the event date on the PFR event and the report end date and report on the appropriate line.

CSE - Juvenile Case Screen

Case ADD Case# 059000006 Status Type DL Filed 401 2005
 Jurist 21169 Attorney 49539 Type A Worker 92108 Public P Service Type E
 Name WIGGINS/BETTY/SAMPLE Name WINTERS,JEFF Name WORKER,, SSN 123456789
 DOB 601 1990 Gender F Race WA
 Address 123 MAIN STREET
 City LANSING ST MI ZIP 48909 Phone. 888 339-1547 SID
 School-home Attending Grade DLN MI
 Insurance Policy Effective Purge Date
 Group# Service Code Microfilm Number
 Medicaid I.D. Effective FIA Case#
 STATUS INFORMATION:
 Case Opened.
 Case Closed.
 Case Reopen.
 Custody.....
 Legal.....
 Placement...
 Plaintiff Type
 Program.....

Nxt Tran CSE Type ADD Case# 059000006 Petn# 00000000 Event# Pty
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

Each case must be assigned to a Judge.

Change to "S" when a case is suppressed, or "E" when a case is expunged/destroyed.

Choices Include:

- I - Informal
- F - Formal
- P - Permanent
- C - Designated by Court
- D - Designated by Prosecutor

PET - Juvenile Petition Screen

Petition MOD Case# 05900006 __ Petition# 00000001 Type DL Filed 0401 2005
 Jurist 21169 Attorney 49539 Type A Worker 92108 Public P Service Type F
 Name SUPINA Name WINTERS Name WORKER/FIA SSN 123456789
 Name WIGGINS/BETTY/SAMPLE DOB 601 1990 Gen F Race WA
 Petition Opened 401 2005 Jurist 21169 Adjud 0601 2005 Jurist 21169 Code AAL
 Petn Authorized 0501 2005 Jurist 21169 Paper Plate _
 Offense Date 301 2005 Loc LAN Petitrn MSP CTN 123456789012 Cmp 555444333222
 Reopen Date ____

| | ORG/PACC Comment | ALCSI Comment | AMND/PACC Comment | ALCSI Dis Attributes | Evt |
|--------------|---------------------------|------------------|----------------------|-------------------------|-----|
| 1 436 17031A | | | | AAL ADH | |
| | MINOR PURCHASE/CONSUME/PO | | | ABS | |
| 2 750 552 | | | | CDM ADH | |
| | TRESPASS | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

More...

Nxt Tran PET Type MOD Case# 05900006 __ Petn# 00000001 Event# __ Pty __
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=View History
 F8=Probate F9=Name Inq F14=Dkt.Inq F16=Inv.Cal

The date the Petition was received by the Court for filing.

The date the Petition was Authorized by the Court.

The date the Petition was Adjudicated and the Adjudication Code.

PET - Juvenile Petition Screen (Continued)

Petition MOD Case# 05900006 Petition# 00000001 Type DL Filed 0401 2005
 Jurist 21169 Attorney 49539 Type A Worker 92108 Public P Service Type F
 Name SUPINA Name WINTERS Name WORKER/FIA SSN 123456789
 Name WIGGINS/BETTY/SAMPLE DOB 601 1990 Gen F Race WA
 Petition Opened 401 2005 Jurist 21169 Adjud 0601 2005 Jurist 21169 Code AAL
 Petn Authorized 0501 2005 Jurist 21169 Paper Plate _
 Offense Date 301 2005 Loc LAN Petitr MSP CTN 123456789012 Cmp 555444333222
 Reopen Date _ _ _

| ORIG/PACC Comment | ALCSI | AMND/PACC Comment | ALCSI | Dis | Evt Attributes |
|---|-------|----------------------|-------|-----|-------------------|
| 1 436 17031A MINOR PURCHASE/CONSUME/PO | | | | | AAL ADH ABS |
| 2 750 552 TRESPASS | | | | | CDM ADH |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

More...

Nxt Tran PET Type MOD Case# 05900006 Petn# 00000001 Event# _ Pty _
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F7=View History
 F8=Probate F9=Name Inq F14=Dkt.Inq F16=Inv.Cal

Just one example of when a Petition is reopened: If a petition is adjudicated as diverted or consent calendar and the juvenile violates, enter a Reopen Date and clear the Adjudication information. (Once the Spring release is loaded, the adjudication information will clear automatically upon entering a reopen date.) Once the formal Adjudication is complete, complete the Adjudication fields once again.

The history of adjudications and reopens will be available by pressing F7.

EVT - Juvenile Event Screen Dispositional Hearing

Event ADD Case# 05900006 Petition# 00000001 Type DL Filed 0401 2005
 Jurist 21169 SUPINA Attny 49539 WINTERS Worker 92108 WORKER/FIA
 Name WIGGINS/BETTY/SAMPLE DOB 601 1990 Gen E Race WA
 Petition Opened 401 2005 Jurist 21169 Adjud Jurist 21169 Code
 Offense: Date 301 2005 Loc LAN Petitrnr MSP SSN 123456789 CTN 123456789012
ABS

| | | | | | |
|-------------------|-----------|------------|---------------|---------------|---------------|
| Num Date | Cg | Typ | Comments | Jurist | Attny |
| <u>7 708 2005</u> | <u> </u> | <u>OSP</u> | <u> </u> | <u> </u> | <u> </u> |

 Results Pgm Status
 Placement Special Rate Placement Type Custody
 Next Hearing Time Type Jurist Chg Courtroom
 Party Type Attny Party Type Attny PPI
 Bond: Type Amt Act Typ Date
 Posted By Receipt
 Curfew of Sun. thru Thurs. and Fri. and Sat.
 Form nbr requested Sign Jurist
 Nxt Tran EVT Type ADD Case# 05900006 Retn# 00000001 Event# Pty
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq.
 F10=Attny Inq F11=View F12=Scan F13=Notes F14=Dkt.Inq F16=Inv.Cal

Once the Court has signed the Order, add the event that represents the Order - in this case, the code for the Order of Disposition (JC14) is OSP.

EVT - Juvenile Event Screen Legal Status

Event ADD Case# 05900006 Petition# 00000001 Type DL Filed 0401 2005
 Jurist 21169 SUPINA Attny 49539 WINTERS Worker 92108 WORKER/FIA
 Name WIGGINS/BETTY/SAMPLE DOB 601 1990 Gen F Race WA
 Petition Opened 401 2005 Jurist 21169 Adjud 420 2005 Jurist 21169 Code AAL
 Offense: Date 301 2005 Loc LAN Petitrn MSP SSN 123456789 CTN 123456789012
ABS
 Num Date Cg Typ Comments Jurist Attny
7 0420 2005 ADH
 Results Pgm Status TWC
 Placement Special Rate Placement Type Custody
 Next Hearing Time Type Jurist Chg Courtroom
 Party Type Attny Party Type Attny PPI
 Bond: Type Amt Act Typ Date
 Posted By Receipt
 Curfew of Sun. thru Thurs. and Fri. and Sat.
 Form nbr requested Sign Jurist
 Nxt Tran EVT Type ADD Case# 05900006 Petn# 00000001 Event# Pty
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq.
 F10=Attny Inq F11=View F12=Scan F13=Notes F14=Dkt.Inq F16=Inv.Cal

Enter the Juvenile or Child's legal status on the event at which it changed. For example, this juvenile became a temporary ward supervised by the court at the adjudication hearing. The Status field will be blank on all subsequent events unless and until the Legal Status changes.

EVT - Juvenile Event Screen Placement Change Notices

Event ADD Case# 05900006 Petition# 00000001 Type DL Filed 0401 2005
 Jurist 21169 SUPINA Attny 49539 WINTERS Worker 92108 WORKER/FIA
 Name WIGGINS/BETTY/SAMPLE DOB 601 1990 Gen E Race WA
 Petition Opened 401 2005 Jurist 21169 Adjud 420 2005 Jurist 21169 Code AAL
 Offense: Date 301 2005 Loc LAN Petitrnr MSP SSN 123456789 CTN 123456789012
ABS

| Num | Date | Cg | Typ | Comments | Jurist | Attny |
|----------|-----------------|------------|-----|----------|--------|-------|
| <u>7</u> | <u>420 2005</u> | <u>PCN</u> | | | | |

 Results _____ Pgm _____ Status _____
 Placement CR82030 Special Rate 250.00 Placement Type RDC Custody ICU
 Next Hearing _____ Time _____ Type _____ Jurist _____ Chg _____ Courtroom _____
 Party Type _____ Attny _____ Party Type _____ Attny _____ PPI _____
 Bond: Type _____ Amt _____ Act Typ _____ Date _____
 Posted By _____ Receipt _____
 Curfew of _____ Sun. thru Thurs. and _____ Fri. and Sat.
 Form nbr requested _____ Sign Jurist _____
 Nxt Tran EVT Type ADD Case# 05900006 Petn# 00000001 Event# _____ Pty _____
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq.
 F10=Attny Inq F11=View F12=Scan F13=Notes F14=Dkt.Inq F16=Inv.Cal

Be certain to enter a PCN event each time a juvenile/child has a change of placement.

Compliance with time guidelines will be determined by the juvenile/child's "Custody" at the time of Disposition or the Report End Date if pending. ICU=In Custody; NCU=Not In Custody.

JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)
Mandatory Data Entry for Meaningful Events in Juvenile Delinquency Proceedings (Effective 01-01-05)

| MEANINGFUL EVENT | SCREEN | EVENT TYPE CODE | ADDITIONAL DATA ENTRY | IMPACT ON CASELOAD |
|---|--------|-----------------|--|--|
| Juvenile removed from home | EVT | PCN | Placement; Special Rate; Placement Type; Custody = ICU | P4: Section E |
| Juvenile returned to home | EVT | PCN | Placement = CLO or party; Placement Type; Custody = NCU | P4: Section E |
| Initial Petition filed | PET | | Opened Date; Petitioner; Offense Codes | P1: Section E, Line 2 |
| | EVT | PET | | <i>None</i> |
| Supplemental Petition filed | EVT | SPN | | <i>None</i> |
| Preliminary Inquiry Held MCR 3.932 | EVT | INQ | | AR: Line 1 |
| Teen Court Held | EVT | TFC | | AR: Line 1 |
| Preliminary Hearing Held MCR 3.935 | EVT | PRH | | AR: Line 2 |
| Arraignment Held | EVT | ARR | | AR: Line 17 |
| Petition Authorized by Court | PET | | Authorization Date; Jurist | P4: Section E |
| Motion Hearing Held | EVT | MOH | | AR: Lines 4 & 9 |
| Pretrial Held MCR 3.922 | EVT | PT or CPT | | AR: Line 3 |
| Plea of Admission/No Contest Entered MCR 3.941 | EVT | ADH or FOH | Legal Status: If Legal Status changes, enter TWC, TWS, or TWA on this event only; OR if the juvenile is not made a temporary ward, use CTS or PRO | P2: Section E, Lines 21, 22 AR: Line 5 |
| | PET | | Adjudication Date, Jurist, Code (AAL, PNC, GLT, or CCJ); Charge Dispositions | P2: Section E, Line 3 (DL/TL) P2: Section E, Line 17 (DJ) P4: Section E (DJ) |
| Bench Trial MCR 3.903 & MRC 3.942 | EVT | BT | Legal Status: If Legal Status changes, enter TWC, TWS, or TWA on this event only; OR if the juvenile is not made a temporary ward, use CTS or PRO | P2: Section E, Lines 21, 22 AR: Line 6 |
| | PET | | Adjudication Date, Jurist, Code (BT); Charge Dispositions | P2: Section E, Line 2 (DL/TL) P2: Section E, Line 16 (DJ) P4: Section E (DJ) |

P1 = Caseload Report, Part 1
P2 = Caseload Report, Part 2

P4 = Caseload Report, Part 4
AR = Quarterly Activity Report

Draft Version 12/13/2004
Page 1 of 6

JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)

Mandatory Data Entry for Meaningful Events in Juvenile Delinquency Proceedings (Effective 01-01-05)

| MEANINGFUL EVENT | SCREEN | EVENT TYPE CODE | ADDITIONAL DATA ENTRY | IMPACT ON CASELOAD |
|-------------------------------------|--------|-----------------|--|---|
| Jury Trial MCR 3.903 & MCR 3.942 | EVT | FJT | Legal Status: If Legal Status changes, enter TWC, TWS, or TWA on this event only; OR if the juvenile is not made a temporary ward, use CTS or PRO | P2: Section E, Line 21, 22 AR: Line 7 |
| | PET | | Adjudication Date, Jurist, Code (JUR); Charge Dispositions | P2: Section E, Line 1 (DL/TL) P2: Section E, Line 15 (DJ) P4: Section E (DJ) |
| Prosecutor Wavier MCR 3.935 | PET | | Adjudication Date, Jurist, Code (5DA); Charge Dispositions | P2: Section E, Line 4 P4: Section E (if petition authorized before waiver) |
| Traditional Waiver MCR 3.950 | PET | | Adjudication Date, Jurist, Code (WCR); Charge Dispositions | P2: Section E, Line 5 P4: Section E (if petition authorized before waiver) |
| | EVT | FPH | | AR: Line 12 |
| | | SPH | | AR: Line 13 |
| Nolle Prosequi Entered | PET | | Adjudication Date, Jurist, Code (NOL); Charge Dispositions | P2: Section E, Line 6 (DL/TL) P4: Section E (DL/TL if petition authorized before nolle pros) |
| | | | | P2: Section E, Line 18 (DJ) P4: Section E (DJ) |
| Petition Dismissed by Court | PET | | Adjudication Date, Jurist, Code (PDM, CDM, CSD); Charge Dispositions | P2: Section E, Line 7 (DL/TL) P4: Section E (DL/TL if petition authorized before dismissal) |
| | | | | P2: Section E, Line 19 (DJ) P4: Section E (DJ) |

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Draft Version 12/13/2004

Page 2 of 6

JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)

Mandatory Data Entry for Meaningful Events in Juvenile Delinquency Proceedings (Effective 01-01-05)

| MEANINGFUL EVENT | SCREEN | EVENT TYPE CODE | ADDITIONAL DATA ENTRY | IMPACT ON CASELOAD |
|--|--------|-----------------|--|---|
| Juvenile Placed on Consent Calendar MCR 3.932(C) | PET | | Legal Status: CTS or PRO; Adjudication Date, Jurist, Code (CCP); Charge Dispositions | P2: Section E, Line 8 P4: Section E (if petition authorized before placement on consent calendar) |
| Petition Transferred MCR 3.926 | PET | | Adjudication Date, Jurist, Code (WAI, CHV, TTC); Charge Dispositions | P2: Section E, Line 9 P4: Section E (if petition authorized before transfer) |
| Juvenile Placed on Diversion/ Petition Not Authorized MCR 3.932(A) | PET | | Adjudication Date, Jurist, Code (DVT, NAP); Charge Dispositions | P2: Section E, Line 10 P4: Section E (if petition authorized before diversion) |
| Designation Granted MCR 3.952(D) | PET | | Adjudication Date, Jurist, Code (DGT); Charge Dispositions | P2: Section E, Line 11 P4: Section E |
| Placed on Inactive Status | PET | | Adjudication Date, Jurist, Code (FAC, IST); Charge Dispositions | P2: Section E, Line 12 (DL/TL) P4: Section E (if petition authorized before placing on inactive status) |
| | | | | P2: Section E, Line 18 (DJ) P4: Section E (DJ) |
| Petition Not Charged | PET | | Adjudication Date, Jurist, Code (NCG); Charge Dispositions | P2: Section E, Line 13 |
| Original Dispositional Hearing Held MCR 3.943(A) | EVT | DSP | | AR: Line 8 |
| Entry of signed initial Order of Disposition, (Delinquency Proceedings) – JC14 | EVT | OSP | | P4: Section E (DL/TL) |
| Entry of signed initial Order of Disposition, Commitment or Referral to Family Independency Agency (Delinquency Proceedings) – JC25 | EVT | COM or RFL | | P4: Section E (DL/TL) |

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P4 = Caseload Report, Part 4

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Draft Version 12/13/2004

Page 3 of 6

JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)

Mandatory Data Entry for Meaningful Events in Juvenile Delinquency Proceedings (Effective 01-01-05)

| MEANINGFUL EVENT | SCREEN | EVENT TYPE CODE | ADDITIONAL DATA ENTRY | IMPACT ON CASELOAD |
|---|--------|-----------------------|-----------------------|--------------------|
| Dispositional Review Hearing Held MCR 3.945(A)(1) <i>General Periodic Review for juveniles in in-home-placement, interval designated by court</i> | EVT | RVH | | AR: Line 17 |
| Dispositional Review Hearing Held MCR 3.945(A)(2) <i>182-day hearings for juveniles in out-of-home placement. Also used for hearings held before move to more restrictive placement.</i> | EVT | DRH | | AR: Line 10 |
| Probation Violation Hearing Held MCR 3.944 | EVT | PVH | | AR: Line 17 |
| Supplemental Dispositional Hearing Held MCR 3.944(E)(1) <i>Disposition of Probation Violation</i> | EVT | SOD | | AR: Line 11 |
| Required Commitment Review Hearing MCR 3.945(B)(1) <i>Hearing to extend jurisdiction to age 21</i> | EVT | RCR | | AR: Line 14 |
| Progress Review Act 150 Hearing Held MCR 3.945(C)(1) <i>182-day review hearing when jurisdiction has been extended pursuant to MCR 3.945(B)(1)</i> | EVT | PRA | | AR: Line 14 |
| Release Review Hearing Held MCR 3.945(C)(2) <i>Review hearing for release of rehabilitated juvenile prior to age 21</i> | EVT | RRH | | AR: Line 14 |
| Rehearing Held | EVT | REH | | AR: Line 15 |
| Show Cause Hearing Held | EVT | SHH | | AR: Line 16 |
| Termination of Jurisdiction MCR 3.978 | EVT | OTJ | | |

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Draft Version 12/13/2004

Page 4 of 6

JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)
Mandatory Data Entry for Meaningful Events in Juvenile Delinquency Proceedings (Effective 01-01-05)

PERSONAL PROTECTION ORDERS (PJ)

| MEANINGFUL EVENT | SCREEN | EVENT TYPE CODE | ADDITIONAL DATA ENTRY | IMPACT ON CASELOAD |
|--------------------------------|--------|-----------------|--|---|
| Orders Issued Ex Parte | PET | | Adjudication Date, Jurist, Code (OEP); Charge Dispositions | P2: Section E, Line 25 P4: Section E |
| Orders Issued After Hearing | PET | | Adjudication Date, Jurist, Code (OAH); Charge Dispositions | P2: Section E, Line 26 P4: Section E |
| Transferred | PET | | Adjudication Date, Jurist, Code (WAI, CHV, TTC); Charge Dispositions | P2: Section E, Line 27 P4: Section E |
| Dismissed/Denied Ex Parte | PET | | Adjudication Date, Jurist, Code (DEP) Charge Dispositions | P2: Section E, Line 28 P4: Section E |
| Dismissed/Denied After Hearing | PET | | Adjudication Date, Jurist, Code (DAH) Charge Dispositions | P2: Section E, Line 29 P4: Section E |
| Dismissed by Petitioner | PET | | Adjudication Date, Jurist, Code (DMP) Charge Dispositions | P2: Section E, Line 30 P4: Section E |
| Orders Rescinded | PET | | Adjudication Date, Jurist, Code (OEP, OAH) Charge Dispositions | P2: Section E, Line 31 |
| | EVT | RPO | | |
| Orders Issued After Denial | PET | | Adjudication Date, Jurist, Code (DEP) Charge Dispositions | P2: Section E, Line 32 |
| | EVT | DPO | | |

Notes: Per caseload instructions, “Adjudication and disposition of a petition is considered complete upon entry of an initial order of disposition or some other dispositive order.” Therefore, for petitions that are not waived, dismissed, transferred, placed on consent calendar, or diverted, you must:

- Enter an event of **DSP** using the date of the dispositional hearing (The DSP event is necessary for accurate reporting on the Activity Report), and
- Enter an event of **OSP** (JC14) or **COM** or **RFL** (JC25) using the date that the signed dispositional order is entered (the OSP/COM/RFL event is necessary for accurate reporting on Part 4 of Caseload).

JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)
Mandatory Data Entry for Meaningful Events in Juvenile Delinquency Proceedings (Effective 01-01-05)

PCN events must be used to indicate a move from in-home placement to out-of-home placement.

- When a child is moved to out-of-home placement, a PCN event must be entered on the system, with Custody of **ICU**.
- When a child is returned home, another PCN must be entered on the system, with Custody of **NCU**.
- You may also continue to use PCN events to reflect a change in out-of-home placement, such as from one foster home to another, using ICU in the Custody field.

Status (on the EVT screen) should only be entered on an event when the child's legal status changes.

- Once a child becomes a temporary ward, you must enter **TWC**, **TWA**, or **TWS** in the Status field on the event at which the child became a temporary ward.
- The Status field should be left blank on all other events.
- If the child becomes a permanent ward, you must enter **PWC**, **PWA**, or **PWS** on the event at which the child became a permanent ward.

Since each Judge must report their case data individually by bar number, we have restricted the **Jurist** field on the CSE screen to accept bar numbers of Judges, only. (Referee bar numbers may no longer be entered in this field; however, Referee bar numbers may still be entered in all other Jurist fields on the system.)

JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)
Mandatory Data Entry for Meaningful Events in Child Protective Proceedings (Effective 01-01-05)

| MEANINGFUL EVENT (PER CHILD) | SCREEN | EVENT TYPE CODE | ADDITIONAL DATA ENTRY | IMPACT ON CASELOAD |
|--|--------|-----------------|---|---|
| Child removed from home | EVT | PCN | Placement; Special Rate; Placement Type; Custody = ICU | P4: Section F, Report 1 |
| Child returned to home | EVT | PCN | Placement = CLO or party; Placement Type; Custody = NCU | P4: Section F, Report 1 |
| Initial Petition filed No request for termination of parental rights | PET | | Opened Date; Petitioner; Offense Codes | P1: Section F, Line 2 P2: Section F, Line 10 |
| | EVT | PET | | <i>None</i> |
| Initial Petition filed With request for termination of parental rights | PET | | Opened Date; Petitioner; Offense Codes | P1: Section F, Line 2 P2: Section F, Line 10 |
| | EVT | PTT | | P1: Section F, Line 4 |
| Amended Petition filed No request for termination of parental rights | EVT | PET | | <i>None</i> |
| Amended Petition filed With request for termination of parental rights | EVT | PTT | | P1: Section F, Line 4 |
| Supplemental Petition filed No request for termination of parental rights | EVT | SPN | | P1: Section F, Line 6 |
| Supplemental Petition filed With request for termination of parental rights | EVT | PTP | | P1: Section F, Line 5 |
| Preliminary Inquiry Held MCR 3.962 | EVT | INQ | | AR: Line 18 |
| Preliminary Hearing Held MCR 3.965 | EVT | PRH | | AR: Line 19 |

P1 = Caseload Report, Part 1
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Draft Version 12/13/2004
Page 1 of 5

JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)
Mandatory Data Entry for Meaningful Events in Child Protective Proceedings (Effective 01-01-05)

| MEANINGFUL EVENT (PER CHILD) | SCREEN | EVENT TYPE CODE | ADDITIONAL DATA ENTRY | IMPACT ON CASELOAD |
|--|--------|-----------------|--|--|
| Petition Authorized by Court | PET | | Authorization Date; Jurist | P4: Section F, Report 1 |
| Motion Hearing Held | EVT | MOH | | AR: Lines 21 & 26 |
| Pretrial | EVT | CPT or PT | | AR: Line 20 |
| Plea of Admission/No Contest Hearing Entered MCR 3.971 | EVT | ADH or FOH | Legal Status: TWC, TWS, TWA | P2: Section F, Lines 7 AR: Line 22 |
| | PET | | Adjudication Date, Jurist, Code (AAL, PNC, GLT, or CCJ); Charge Dispositions | P2: Section F, Line 3 |
| Bench Trial MCR 3.972 | EVT | BT | Legal Status: TWC, TWS, TWA | P2: Section F, Lines 7 AR: Line 23 |
| | PET | | Adjudication Date, Jurist, Code (BT); Charge Dispositions | P2: Section F, Line 2 |
| Jury Trial Commenced MCR 3.972 | EVT | FJT | Legal Status: TWC, TWS, TWA | P2: Section F, Line 7 AR: Line 24 |
| | PET | | Adjudication Date, Jurist, Code (JUR); Charge Dispositions | P2: Section F, Line 1 |
| Petition Dismissed or Withdrawn | PET | | Adjudication Date, Jurist, Code (PDM, CDM, or CSD); Charge Dispositions | P2, Section F, Line 4 P4: Section F, Report 1 (if dismissed after authorized) |
| Petition Transferred | PET | | Adjudication Date, Jurist, Code (WAI, CHV, or TTC); Charge Dispositions | P2: Section F, Line 5 P4: Section F, Report 1 (if transferred after authorized) |
| Petition Not Authorized | PET | | Adjudication Date, Jurist, Code (NAP); Charge Dispositions | P2: Section F, Line 6 |

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Draft Version 12/13/2004
Page 2 of 5

JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)
Mandatory Data Entry for Meaningful Events in Child Protective Proceedings (Effective 01-01-05)

| MEANINGFUL EVENT (PER CHILD) | SCREEN | EVENT TYPE CODE | ADDITIONAL DATA ENTRY | IMPACT ON CASELOAD |
|--|--------|-----------------|-----------------------|---|
| Original Dispositional Hearing Held MCR 3.973 | EVT | DSP | | AR: Line 25 |
| Entry of signed initial Order of Disposition, Child in Home – JC17 | EVT | ODN | | P4: Section F, Report 1 & <i>Future Reporting</i> |
| Entry of signed initial Order of Disposition, Child Removed from Home – JC26 | EVT | ODR | | P4: Section F, Report 1 & <i>Future Reporting</i> |
| Dispositional Review Hearing Held MCR 3.975 <i>Child In Foster Care</i> | EVT | SRE | | AR: Line 27 & <i>Future Reporting</i> |
| Progress Review Hearing Held MCR 3.974(A) <i>Child In Home</i> | EVT | PRN | | AR: Line 28 |
| Emergency Removal Hearing Held MCR 3.974(B) | EVT | RMH | | AR: Line 28 |
| Dispositional Review Hearing Held MCR 3.974(C) <i>Following Emergency Removal</i> | EVT | SOD | | AR: Line 27 |
| Entry of signed Supplemental Order of Disposition Following Review Hearing – JC19 | EVT | SDR | | <i>Future Reporting</i> |
| Expedited Permanency Planning Hearing Held MCR 3.976(B)(1) | EVT | EPH | | AR: Line 27 |
| Permanency Planning Hearing Held MCR 3.976(B)(2) & (3) | EVT | PPH | | AR: Line 27 |
| Entry of signed Order Following Permanency Planning Hearing (Child Protective Proceedings), JC64 | EVT | OPP | | <i>Future Reporting</i> |
| Parental Rights Termination Hearing Held MCR 3.977 | EVT | TRP | | AR: Line 29 |

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Draft Version 12/13/2004
Page 3 of 5

JUDICIAL INFORMATION SYSTEMS/PROBATE COURT SYSTEM (PCS)
Mandatory Data Entry for Meaningful Events in Child Protective Proceedings (Effective 01-01-05)

| MEANINGFUL EVENT (PER CHILD) | SCREEN | EVENT TYPE CODE | ADDITIONAL DATA ENTRY | IMPACT ON CASELOAD |
|---|--------|-----------------|-----------------------|-------------------------|
| Change in Legal Status (<i>i.e. Temporary Ward to Permanent Ward</i>) | EVT | <i>any</i> | Status: PWC, PWA, PWS | P2: Section F, Line 9 |
| Post-Termination Review Hearing Held MCR 3.978 | EVT | PTR | | AR: Line 30 |
| Rehearings | EVT | REH | | AR: Line 31 |
| Show Cause Hearing Held | EVT | SHH | | AR: Line 32 |
| Jurisdiction Terminated MCR 3.978(D) | EVT | OTJ | | <i>Future Reporting</i> |

Notes: Per caseload instructions, “Adjudication and disposition of a petition is considered complete upon entry of an initial order of disposition or some other dispositive order.” Therefore, you must:

- Enter an event of **DSP** using the date of the dispositional hearing (The DSP event is necessary for accurate reporting on the Activity Report), and
- Enter an event of **ODN** (JC17) or **ODR** (JC26) using the date that the signed dispositional order is entered (the ODN/ODR event is necessary for accurate reporting on Part 4 of Caseload).

PCN events must be used to reflect a move from in-home placement to out-of-home placement, and vice versa.

- When a child is moved to out-of-home placement, a PCN event must be entered on the system with **ICU** in the Custody field.
- When a child is returned home, another PCN must be entered on the system with **NCU** in the Custody field.
- You may also continue to use PCN events to reflect a change in out-of-home placement, such as from one foster home to another, using **ICU** in the Custody field.

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